

Addendum to the Final Examinations Policy
CAPP
Senate November 25, 2013

Policy addendum (approved by Senate)

The Registrar's office shall take responsibility for the production and distribution of formal examinations submitted to the Registrar's Office according to the procedures and deadlines described below.

Faculty who do not follow these procedures or meet the deadlines specified are responsible for the production and distribution of their own formal examinations.

Procedures addendum (received for information by Senate)

Instructors who wish the Registrar's Office to print and distribute their examinations for on-campus courses must submit an electronic copy, in PDF format, of their examination to the Registrar's Office five working days before their examination is scheduled.

Instructors who do not submit their examinations for on-campus courses to the Registrar's Office by the deadline are responsible for printing their own examinations, making copies for the number of students registered in their classes, and bringing the examinations to the examination room.