

04.01.11 Final Examinations

Original Approval: **DATE**
Last Updated: **DATE**
Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit through final exams.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. A final examination or alternative assessment is required for each course at the close of the term.
2. Alternative assessments include, but are not limited to, final projects, papers, essays, discussions, presentations, etc.
3. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Dean of Instruction.
4. Deviations from the published final exam schedule for an entire course section must be approved by the Dean of Instruction. Deviations from the published final exam schedule for an individual student must be approved by the Division Chair.
5. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average.
6. **No student exemptions are permitted.**

Procedure(s):

Final Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal by completing the **ADD FORM NAME HERE** by the midterm of the semester/term following the date the grade is issued. The form must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
5. The Dean of Instruction will forward copies of the **ADD FORM NAME HERE**, along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor for a hearing. **ADD POSITION TITLE(S) HERE** will sit as the investigatory body. After the written appeal is received, the **ADD POSITION TITLE(S) HERE** will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the hearing minutes.
6. Findings will be submitted to the Dean of Instruction within five (5) business days.
7. If the complaint was not been resolved, the Dean of Instruction will review the findings and serve as the College's final decision making body. After all information is received, the Dean of Instruction will deliberate and make a determination on the request within five (5) business days.
8. If the decision is to alter the grade, the Dean of Instruction will notify the instructor and the student, in writing, of the decision within five (5) business days. If the decision is to deny the grade appeal, the Dean of Instruction will notify the student in writing of the Committee's decision within five (5) business days.
9. Students may appeal to the Alabama Community College System (ACCS).

Additional Provisions / Information:

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.