

2512 – Finals

Barton expects all coursework to include the assessment of student learning with applicable measures for evaluating student performance. This expectation applies to all campus and outreach locations as well as all course delivery formats. The College encourages a cumulative course experience to evaluate the student's learning experience and recommends a final exam, paper, project or other activity applicable to the specific course of study.

The cumulative course experience should be reviewed with students at the beginning of the course. This review should include the date(s), deadline and expectations associated with the cumulative assessment. Final course assessment or activities are expected to be administered at the conclusion of the course (typically the last week of class). Specific to the Barton County Campus, the cumulative course experience should occur during the posted Finals Schedule. Students are expected to be present for the final course assessment or activity.

The Barton County Campus posts a Finals Schedule in conjunction with the Academic Calendar on the College website. Course field trips, student organization activities and other student events should not occur during the posted Great Bend Finals Schedule unless associated with the cumulative course experience or related to pre-rescheduled third-party events and/or contests.

Criteria for Petitioning Finals Schedule

- Students who have two final exams scheduled during the same exam period or more than two final exams scheduled on the same exam day may choose to petition.
- Students with a medical situation, personal emergency, immediate family member death, military duty situation or other significant conflict may choose to petition.

Additional Details

- Requests for alternate finals will not be granted for personal travel scheduled for personal convenience.
- Students seeking an alternate time to take a course final must submit a completed [Finals Petition Form](#) to the applicable Dean a minimum of two weeks prior to the scheduled exam date. The Dean will research the request and if support exists will complete the form with signatures before forwarding to the Vice President of Instruction for review and a final decision.
 - Documentation may be requested; a meeting with the Vice-President may be required.
 - In the event of an emergency, the two week timeframe may be waived.
- Students may not take a scheduled final in advance of remaining class members unless an alternate final format is available.
 - If an alternate final format is not available, the student may petition for potential approval of an incomplete grade award per procedure #2511.
- If the petitioned request is approved, the Vice-President's Office will notify the applicable Dean.

Students are required to follow up with the class instructor(s). The date, time and location of the alternate final exam(s) will be arranged between the instructor and the student.

Contact(s): Vice President of Instruction

Related Form(s): [Finals Petition Form](#)

References:

Relevant Policy or Procedure(s): 1510 – Examinations

Approved by: President

Date:

Revision(s):

**Barton Community College
Finals Petition Form**

Students seeking an alternate time to take a course final must submit a completed Finals Petition Form and applicable documentation to the pertinent Dean a minimum of two weeks prior to the scheduled exam date (or approved reduced timeframe in the event of an emergency).

Student's Name: _____
Student's ID: _____
Student's Cell Number: _____
Student's Email Address: _____

Reason for Requesting Alternate Final Schedule:

Impacted Courses:
Course Name & CRN: _____
Instructor: _____

Course Name & CRN: _____
Instructor: _____

Course Name & CRN: _____
Instructor: _____

Dean's Findings & Comments:

Dean's Signature **Date**

Please return the completed form to the Vice-President of Instruction's Office (Science Building).

- Approved**
- Denied**

Vice-President of Instruction's Signature **Date**