

## FINAL EXAM WEEK

Final exam week will be held during the final five days of each Fall and Spring semester. Final exams are scheduled for all classes that meet Monday through Friday, including evening courses. Final exams are normally held in the same room in which the class meets, except in those cases where there is an unavoidable conflict. AHEC publishes a detailed, class-by-class list of final exam room assignments each semester. If a student has a final exam scheduling conflict with another exam, it is the responsibility of the faculty involved to make special arrangements to accommodate the student. **Please note that AHEC does not schedule final exams for courses that meet on Saturday and or Sunday only. Weekend classes are scheduled at their regular time(s) through the end of finals week.** The faculty for these classes may give their final exams during the regular class period(s) or contact AHEC to arrange for a different time/room assignment depending on availability of rooms.

## EMERGENCY CLOSURE POLICY RELATED TO FINAL EXAMS

This policy was established in the case of emergency closure during the Final Exam Week as designated by AHEC and the Auraria Executives Council (AEC). Finals will be held as usual unless the campus is declared closed by the Office of the Executive Vice-President for Administration, AHEC and the AEC. If the campus or an individual building is closed or must be evacuated on the scheduled day of the final, the revised schedule will be as follows:

Move the exam schedule for each day closed to the next available working day following Final Exam Week. For example, a closure on Wednesday of Final Exam Week would mean that finals scheduled on Wednesday would be made up, at the same times and locations, on Monday after Final Exam Week.

## CLOSURE POLICY FOR WEEKEND COURSES

If the campus or individual campus building is closed or must be evacuated on the Saturday or Sunday during which classes are scheduled, the course will be held the following day, Sunday for Saturday classes and Monday for Sunday classes, at the same time and location.