

## 2512 – Finals

College procedure #2540 (Seat Time Allocation) reflects the institution's requirement for courses to meet assigned blocks of seat time. Faculty should plan to complete coursework within the assigned (and required) class seat time. Course finals do not count towards seat time requirements.

In conjunction with this requirement, 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 and associated expectations should be reviewed with students at the beginning of the course and should be included in the course syllabus. Students are expected to be present for the cumulative course assessment.

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. Students are expected to be present for all final activities and exams scheduled during the published Finals Schedule.

### 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.
  - 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.

### Additional Details

- Requests for alternate finals **will not** be granted for 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 and/or Executive Director a minimum of two weeks prior to the scheduled exam date. The Dean and/or Executive Director 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.
- 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 and/or Executive Director. The originating Dean and/or Executive Director will notify the instructors and student.
- 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:** 3/23/20

**Revision(s):** 5/14/24 (minor revision); 4/1/25 (minor revision)