

- 1 4. Each instructor must evaluate the quality of each student's work, using the evidence of papers, tests,
2 reports, projects, classroom performance, and examinations as appropriate.
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4 5. Toward the end of each course, instructors will administer an instructional evaluation in accordance with
5 the procedures as specified by the Provost.
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7 6. Each examination must be supervised by the instructor or a designated proctor.
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9 7. Final Examination.

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11 a. A final examination is required in each course that can be used to satisfy a distribution requirement,
12 unless exempted in advance in writing by the appropriate academic dean. Final examinations in all
13 other lower division courses are preferred but not required. Final examinations in upper- level
14 courses are at the discretion of the instructor unless majority departmental vote taken each year vests
15 said discretion elsewhere.
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17 The course instructor will administer the final examination during the final examination schedule
18 published by the University Registrar. The giving of final examinations during the last week of
19 classes is specifically prohibited. If an individual student is forced by conflict to request a change, the
20 request must be made to the dean through the instructor or department chair.
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- 22 b. Final examinations are not returned to students. Each instructor is to keep final examination papers
23 for one year, during which time students have the right to review their papers with the instructor.
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25 c. A student may be excused from taking an examination at the scheduled time by prior approval of the
26 instructor. The student will be excused on the grounds of illness when it is verified by a physician
27 and received by the instructor or Registrar. The instructor must be notified as soon as possible if
28 illness or any other emergency causes a student to be absent from an examination. Verification is
29 required.
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31 8. Associated with the conduct of classes, a file of course descriptions, syllabi, and sample examinations is
32 kept in the office of the dean and is open to any faculty member who wishes to consult it. The
33 maintenance of this file is a requirement of the Southern Association of Colleges and Schools and each
34 instructor is responsible for forwarding an up- to-date syllabus for each class to the dean's office through
35 the office of the department chair. The Department chair must keep a copy of all final examinations given
36 in the department for seven years.
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38 c. Exceptions to these required activities must be approved in advance by the dean.

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40 19. Academic Regulations Pertaining to Students with Disabilities

41 Academic regulations pertaining to students with disabilities are published in the *Student Handbook*. Copies are
42 available from the Division of Student Services and on the CNU website.
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44 In order to provide reasonable accommodation in the classroom students are obligated to make their faculty
45 members aware of their needs and the faculty members are obligated to accommodate reasonable needs. In order
46 to enhance student awareness about services to students with disabilities verbal announcements by instructors and
47 statements in their syllabi are desirable means of encouraging students to reveal their disabilities. A statement such
48 as the following is recommended:
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