

Scheduling online finals

In order to avoid conflicts with regularly scheduled finals for face-to-face and hybrid courses and to meet the terms of the HCEA contract, the SBCTC credit hour policy, and the Department of Education credit hour policy:

- Finals for online courses that are available for students during a 48-hour period may be scheduled for any 48-hour period during the designated final week, including the first day (Tue in Fall).
- Finals for online courses that are available for students during a 24-hour period may not be scheduled on the first of the designated final days (must take place Wed-Fri in Fall).
- Instructors are free to provide more flexibility to students
- Instructors of online courses who are not giving a final will design a meaningful instructional activity for students to be held sometime during the period when finals are scheduled so as not to conflict with other finals and in keeping with the credit hour policies.
- No student is required to take three (or more) final exams on the same day (within the same 24-hour period). Should this take place, students are encouraged to reach out to their instructors in a timely manner and request reasonable accommodation.

Approved by Instruction Cabinet - 9/28/2020