

**ADMINISTRATIVE RULE NO: 4020-12**  
**RELATED TO POLICY SERIES NO: 4020**

**TITLE: EXAMINATIONS/FINALS**

To avoid interference with scheduled classes, the last examination in any full-term class will be scheduled during the last week of each quarter, in conformance with the official, published examination schedule. For less-than-full-term classes, the last examination will be scheduled during the last class session. Any exception due to unavoidable circumstances must have written approval of the division director and be coordinated with the Academic Affairs Office.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 04/15/03