

## **Final Exams**

In face-to-face courses, the professor is required to give the final exam/ final assessment during the scheduled final exam period on the date assigned. Many programs require all course instructors to administer a common final exam. Professors should check with the Program Coordinator or Department Chair for specific final exam policies.

## **Student Evaluations**

Near the end of each semester, an online evaluation is made available to students via the course Canvas site. NCC uses the product *IOTA* to conduct course evaluations. Faculty teaching face-to-face classes are asked to designate part of a class meeting period so students can complete the evaluation. The instructor should leave the room while the students are completing the evaluation. Evaluation results are made available to faculty, PCs, and DCs after grades have been submitted.