

Pine Technical College

Policy and Procedure

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Division/Department: Academic Affairs

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Subject: Final Examination Schedule

Authorities: MSCF Chapter President and CAO.

Purpose: The quality of course work at Pine Technical College is measured by a number of methods, including, but not limited to class participation, assignments, testing and examination...etc. (Hence: tests and examinations are defined as written, oral and/or project-based assessment of student knowledge of subject matter.)

Policy: The final examination schedule shall be:

- The last week of each fall and spring semester,
- The last three days of each of the summer terms,
- The last day of modularized courses,
- The last day of non-regular scheduled or project-based classes.

Dates and times for final examinations will be established prior to the start of each semester by the Academic Affairs and Standards Council, and the CAO.

Procedure: The MSCF Chapter President and CAO, in accordance with the master schedule, sets final examination dates. Faculty are required to follow the final examination as scheduled, and students are required to take the scheduled final examination at the appointed time and place. While the final examination schedule attempts to minimize conflicts, it does not completely

eliminate the possibility of examination conflicts. When examination conflicts occur, students should consult with their instructors in advance to work out an alternative date and time for the exam. . Any student scheduled for more than three examinations in a single day may petition the CAO to have one exam postponed.

Only faculty of the class, in which the students are enrolled, and only under extenuating circumstances, grants exceptions to the examination schedule. Examples of extenuating circumstances include:

- Death in the immediate family;
- Documented medical emergency demanding immediate attention;
- Final examination conflict.

The final exam will be designed by faculty and is weighted as outlined in the course syllabus and outline.

Responsibilities: It is the responsibility of the Dean Academic Affairs, with consultation from faculty and Student Affairs, for development of the annual final examination schedule.

Dissemination: It is the responsibility of the division chairs, faculty and student affairs to insure an orderly process for implementation and dissemination of this policy. The final examination dates will also be included in the official Pine Technical College academic calendar.

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