

College Operating Procedures (COP)



Procedure Title: Final Exam Schedule
Procedure Number: 03-1004
Originating Department: Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: The purpose of this procedure is to ensure that there is a final exam schedule every semester and that it is published in all appropriate places in a timely manner.

Guidelines:

The Office of the Vice President of Academic Affairs prepares the exam schedule for the Deans' approval.

The approved schedule is forwarded to the Director of Communications and Marketing who posts it on the Florida SouthWestern State College webpage and portal.

Procedures:

Information on this topic is posted, by term, on the College website. The final exam scheduled is created by the Office of the Vice President of Academic Affairs and is then posted by the Director of Communications and Marketing.