College Operating Procedures (COP)	FLORIDA™ SOUTHWESTERN STATE COLLEGE

Procedure Title: Final Exams
Procedure Number: 03-1004
Originating Department: Provost/Vice President of 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; 7/1/15; 11/15

Purpose Statement: This procedure is to ensure that a final exam schedule is published in a timely manner and exam conflict solutions are described.

The Office of the Provost/Vice President of Academic Affairs prepares the final exam schedule in collaboration with the Academic Deans at least two weeks prior to the beginning of the semester. The approved schedule is posted on the College website at least two weeks before the beginning of the semester.

The last exam of the semester (cumulative or not) should not be given during the final week of classes and should be given during the scheduled Final Exam time. Faculty cannot change the time and/or place for a final exam given during the final exam schedule without authorization from the Provost/VPAA's office. Allowable exceptions to the final exam change policy apply to individual students whose exams may be changed due to illness, exam conflicts, and other extenuating circumstances.

Faculty who are not offering traditional in-class exams during the final exam period are still expected to maintain office hours under CNA Article 6.7, Section A.1.d. During the final exam period faculty may change their scheduled office hours by posting a new schedule on or near their office door and sharing a copy with the Dean. Faculty may use "available electronically" office hours as approved by their Dean and shared with their students prior to the last day of classes for that semester.

If a student has more than three final exams on the same day, he/she may request an alternate time from the faculty member offering the fourth exam.

Although the crafted final exam schedule makes exam conflicts rare; faculty should work with students to resolve the conflict.

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