

College Operating Procedures (COP)



Procedure Title:	Final Exams
Procedure Number:	03-1004
Originating Department:	Provost
<u>Specific Authority:</u>	n/a
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; 12/10/15; 08/21/17
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 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 Dean'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 as described in the current Collective Negotiation Agreement. 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.

If a student has more than three final exams scheduled on the same day or if there is a conflict between two or more scheduled exams, the Dean's Office will work with the student and faculty to determine a mutually agreeable alternate schedule.