

St. Cloud Technical & Community College Policies and Procedures Chapter S3 – Educational Policies

S3.16 Final Exam Policy

Update Revision Responsibility: Vice President of Academic Affairs

Final Exams:

Final exams dates for each semester will follow the published Academic Calendar.

All finals will be held in their regularly scheduled classroom at the times provided on the Finals Week Schedule. Each class shall meet at its finals time during finals week.

Online classes shall administer finals during finals week.

No finals shall be given prior to the scheduled final exam days.

Final exam days are student contact days; therefore, faculty are encouraged to be available to students during finals week.

Grades are due at 8 a.m. on the first workday following Day 5 of finals week.

Faculty Senate President Review: _____

Date: 8/10/10

College President: _____

Date: 8/10/10

Date of Adoption: _____

Date of Implementation: 3/8/10

Date repealed or replaced: _____

**St. Cloud Technical & Community College
Policies and Procedures
Chapter S3 – Educational Policies**

S3.16.1 Final Exam Procedure

Finals Week Schedule:

1. The Finals Week Schedule will be distributed by the Office of the Vice President of Academic Affairs the semester prior to implementation using Form 3.16.F1.
2. The finals schedule will rotate from semester to semester to ensure that times/dates are equitable among faculty.

Faculty Senate President Review: _____

Date: 8/10/10

College President: _____

Date: 8/10/10

Date of Adoption:

Date of Implementation: 3/8/10

Date repealed or replaced:

Finals Week Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 a.m.- 10:00 a.m.					Grading
10:15 a.m.- 12:15 p.m.					
12:30 p.m.- 2:30 p.m.					Graduation Commencement
2:45 p.m.- 4:45 p.m.					
5:00 p.m. - 9:00 p.m.	Evening classes as scheduled	Evening classes as scheduled	Evening classes as scheduled	Evening classes as scheduled	

- All finals will be held in their regularly scheduled classroom at the times noted in the above schedule. Each class shall meet at its scheduled time during finals week.
- If a student has three or more exams scheduled on the same day, they can reschedule with an instructor. If an individual student has more than one exam scheduled during the same time period, an exam must be rescheduled with that student.
- Courses that start after 5:00 p.m., before 8:00 a.m., and on Saturday or Sunday will have their finals at their regular times during finals week.
- If a course only meets on Fridays, that course may have a final during one of the make-up session times listed in the schedule or with approval of the dean.
- Classes starting during the hour (:30, :15) will follow the on-the-hour schedule. Course lecture times are used to make this determination based on the first class meeting of the week (not lab times, discussion times, etc.)
- MW + courses include those that meet on M, W, MW, MWF, MTWR, MWRF, MTWRF, MWR, or MTR.
- Day 5 of finals week will be used for grading and commencement and is a contractual duty day. Grades are due to the registrar at 8:00 a.m. of the first workday following Day 5 of finals week.

Other Related Items

- Online classes shall administer finals during finals week.
- If the class is offered in a 4 wk, 8 wk, or 12 wk format, the final is given on the last scheduled meeting of the class UNLESS it ends at the same time as the regular semester (it then follows the Finals Exam Schedule).
- Make-up sessions are left open at times in the schedule for classes that do not fall into the Finals Week Schedule. These periods can be scheduled with prior approval from the dean.
- Exams are scheduled in 2 hour blocks. Extended exam periods may be required for certain courses. These should be scheduled with the approval of the dean at prearranged times/days/locations.
- The finals schedule will rotate from semester to semester to ensure that times/dates are equitable among faculty.
- The Finals Week Schedule will be distributed from the office of the Vice President of Academic Affairs the semester prior to implementation.

Faculty Senate President Review: David J. [Signature] Date: 8/10/10
 College President: [Signature] Date: 8/16/10
 Date of Implementation: 3/8/10