

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
FINAL EXAMINATION RESPONSIBILITIES	09-1102	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.1 Curriculum	April 10, 2024	

Purpose

The purpose of this procedure is to provide the process for teaching faculty to meet their responsibilities regarding the preparation and administration of a final examination through a common final examination schedule.

Procedure

- A. Each faculty member who teaches a college credit course shall administer a final examination and/or competency evaluation during the exam time set aside by the College for each term or, at the professor's discretion, shall provide other appropriate instructional activity during the specified times and in lieu of a final examination.

- B. Final Examination Schedule
 1. The final examination schedule shall be developed and distributed collegewide each term by the College's Academic Calendar Committee, convened by the Associate Vice President of Academic Operations, and distributed by Academic Operations. Each examination period will be designated to meet for a two (2)-hour block of time. The examination period for accelerated sessions within a term will be the last class meeting.

 2. Inasmuch as possible, final examinations will be scheduled on the same day as the class was encoded to meet.

- C. Rescheduling of Final Examinations
 1. Any student who, according to the examination schedule, is scheduled for four (4) examinations in one day shall be permitted to reschedule one (1) of the four examinations. A student shall be advised to initiate the request through the appropriate academic dean. The dean shall be responsible for notifying the instructor concerned if a final examination is to be rescheduled consistent with this reschedule provision.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: April 2, 1985

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