

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: EXAM SCHEDULE

BASED ON POLICY:

REVISION NUMBER: 6

**OFFICE OF
RESPONSIBILITY:** ACADEMIC AFFAIRS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to insure that methods of scheduling and the administration of final exams will be consistent throughout the institution.

PROCEDURE

1. The schedule of final exams is developed and distributed by the Vice President for Academic Affairs at the start of each academic term.
2. Exams must be administered according to published exam schedules in the course schedule each semester.
3. Any exception to this procedure must be requested in writing and approved by the Division Chair Dean and the Vice President for Academic Affairs.
4. Courses for which final exams are not appropriate will hold classes through the end of the exam period.

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5. Exams for evening and off-campus classes will be given during exam week at the regularly scheduled class meeting time. Students in online courses will follow the exam week schedule as specified in the online course materials.
6. The administration of final exams is monitored by the Vice President for Academic Affairs.