

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Examination Schedule Dissemination	Effective Date: July 1, 2011	Policy Number: 01-1-019
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: CAO	

I. Purpose and statement of operational policy underlying the procedure.

To provide an examination schedule which ensures that students do not have conflicts and that examinations fall within a reasonable timeframe related to the regular class meeting times.

II. Applicability/Scope

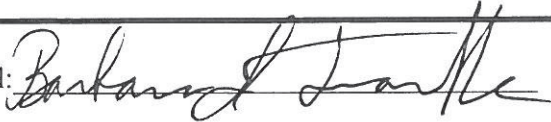
All examinations in a regular term

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Registrar's Office	Dissemination of Final Exam Examination Schedule	Fall-November Spring-March Summer: On schedule

IV. Related policies/References for more information

Final exams schedule will be disseminated during one month prior to the end of the semester from the Registrar's Office. Final exams should be administered during the examination period. At the instructor's discretion, he/she may use alternative method (e.g., final project, presentation, research paper) and must be approved by the Division Chair. Moreover, exceptions may be granted if authorized by the instructor and the Division Chair and/or Dean.

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	