

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Filing Final Exams	Effective Date: July 1, 2011	Policy Number: 01-1-024
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Academic Division Chairs	

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

The College must maintain archives of final examinations for accountability, assessment and grade appeal purposes.

II. Applicability/Scope

All classes.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty	Files copies of all final examinations with the Division Chair	At the end of each course

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: <u>Barbara J. Smith</u> Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>