

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
PROCEDURE  
SIP-3250**

**SUBJECT:** Final Examinations

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** May 12, 2020

**REVIEWED:** September 6, 2024

**SECTION 1. PURPOSE**

1.1 To establish and communicate institutional procedures regarding final examinations.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All employees and students.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

4.1 Students are required to take final examinations and complete all assignments for scheduled classes. Absence from final examinations may cause failure in a course regardless of attendance at class sections and completion of prescribed work. If, in the opinion of the instructor, the absence was for sufficient reason, the student may, upon request, take the examination at a later date.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES**

7.1 A final examination schedule for each semester will be developed by the Deans with approval of the Chief Academic Officer.

7.2 The schedules will be developed so that no time conflicts will exist among a student's final examination schedule for coursework taken at Southern.

- 7.3 The final examination schedule will be college-wide, with blocks of one hour and fifty minutes allotted for each exam.
- 7.4 All final examinations will be administered at the specified time, which should coincide as closely as possible with the regular course meeting time.
- 7.5 The decision to give a written final examination or use some other evaluative process rests with the instructor.
- 7.6 Classes must meet during the schedule final examination time for evaluative purposes.
- 7.7 Online classes should also have an evaluation at the end of the course. This could be a scheduled time within which the final is to be completed, or an extended project that is due near the close of the term.
- 7.8 Online finals scheduled for specific time slots must not conflict with other classes students might have.
- 7.9 The final examination schedule will be posted on the college's website at the beginning of each semester.

## **SECTION 8. CANCELLATION**

- 8.1 SCP-3250 Final Examinations.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

**Attachments:** None

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** April 2010 - The policy SCP-3250, *Final Examinations*, was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.

April 2020 - Changes include a statement that a common College exam schedule would be created by academics. Two procedure changes were added dealing with online final exams.

September 2024- Changes include an update of title and an explanation of where the final exam schedule is located.