



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Exam Schedule
Number: 3.2.6.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.2.6 Exam Schedule

President

Purpose:

This procedure ensures methods of scheduling, and the administration of final exams will be consistent throughout the institution.

Procedure:

Procedures related to exam schedules are as follows:

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 School Dean and the Vice President for Academic Affairs.
4. Courses for which final exams are not appropriate may hold classes through the end of the exam period.
5. Exams for evening and off-campus classes will be given during exam week at the regularly scheduled class meeting time.
6. Exams in online courses will be scheduled during the exam week at the discretion of the instructor and posted in the syllabus.
7. The administration of final exams is monitored by the Vice President for Academic Affairs.