

CROWDER COLLEGE FINAL EXAM SCHEDULE

Spring 2018

All courses are required by college policy to include a final examination unless prior approval for exemption has been obtained from the Vice President of Academic Affairs

Time	Neosho campus schedule		Instructional Centers may differ	
	Mon, May 14	Tue, May 15	Wed, May 16	Thur, May 17
8:00 - 10:00	All 8:00, and 8:30 classes meeting MW, MWF or 4 or 5 days per week	All 8:00, 8:30 and 9:00 classes meeting TR 8:00 T flex classes	All 10:00 classes meeting MWF or 4 or 5 days per week	8:00 R flex classes
10:00 - 12:00	All 9:00 classes meeting MWF or 4 or 5 days per week All 9:30 MW classes	All 11:00 and 12:00 classes meeting TR 9:30 T flex classes	All 11:00 classes meeting MW, MWF or 4 or 5 days per week	All 9:30 & 10:00 classes meeting TR 9:30 R flex classes
12:00 - 2:00	All 12:30, 1:00 or 1:30 classes meeting MW or 4 days per week	All 12:30, 1:00 and 1:30 classes meeting TR 11:00 T flex classes	All 12:00 classes meeting MW or 4 or 5 days per week	11:00 R flex classes 12:30 R flex classes Make-up Exams (by Instructor permission only)
2:00 - 4:00	All 2:00 classes meeting MW or 4 days per week	All 2:00 classes meeting TR 12:30 T flex classes		Make-up Exams (by Instructor permission only)
4:00 - 6:00	All 3:00, 3:30, or 4:00 courses meeting M, MW, or 4 day courses	All classes starting between 3:00 & 6:00 meeting T or TR	All 5:00 or 5:30 classes meeting W or MW or 4 days per week	All classes starting between 3:00 & 6:00 meeting R

- * Evening class finals will be given at regular class times from Monday, May 14 through Thursday, May 17, 2018.
- * One or two credit classes will schedule finals as specified for the three credit classes: i.e., a one-credit class meeting at 10:00 on Friday will take the exam during the 10:00 MWF period
- * Grades are due in the Registrar's Office by 4:00 p.m. Sunday, May 20, 2018. Only under unusual circumstances will an instructor allow an exam to be taken at other than the scheduled time. If legitimate circumstances cause a student to miss a final exam, he or she may, with the instructor's permission, make it up during one of the periods scheduled for that purpose. In all cases, the instructor's judgment and decision prevail.

Procedures for Implementing Finals due to School Cancellation

If a Crowder College Campus location is closed during finals week, the following procedures will be implemented regarding finals.

1. Due to state and national accreditation standards, students in the Crowder Nursing program and the Crowder Veterinary Technology program must participate in Final exams. Students in these programs do not have the option to take the grade they have earned going into the final exam. Students in these two programs should reference his or her program handbook for specific information regarding the procedures for implementing finals due to school cancellation in the Crowder Nursing Program and the Crowder Veterinary Technology.
2. Distance learning or online finals are held as planned. No adjustments in the plans, schedule, or process for online classes. If the online final is a proctored on-ground final, the rules in #3, #4, and #5 apply.
3. Students who miss an on-ground final exam due to school being cancelled on the day of the final at their attendance location may take the grade they have earned going into the final exam.
4. Students who miss an on-ground final as defined in #3 may ask the instructor to take the missed final exam. The student must contact his or her instructor via e-mail DURING FINALS WEEK ONLY (Monday thru Thursday). The instructor will set the time and date to take the exam, which needs to occur prior to the end of business day on Friday of finals week. If a student does not make arrangements during finals week, he or she will be given the grade he or she had going into the final exam. A student may not ask after finals week for a date to take a missed final. If a student makes arrangements to take the missed final exam, the grade earned including the final exam is the final grade for the class. The student may not return to the grade going into the final exam.
5. If the Crowder College Campus location where the class meets is closed all week, then the current grade will count as the final grade.