



**Final Examination Schedule
Fall Semester 2018
December 10th – December 14th**

	Monday December 10	Tuesday December 11	Wednesday December 12	Thursday December 13	Friday December 14
8:30 a.m. to 10:30 a.m.	No Final Exams	Pastoral Letters (Rm. 104)	Intro to Worship & GMH (Rm. 012)	No Final Exams	No Final Exams
11:00 a.m. to 1:00 p.m.	Fundamentals of Songwriting 1 (Rm. 012)	Guitar Juries (Rm. 011)	Church History (Rm. 104)	No Final Exams	No Final Exams
1:30 p.m. to 3:30 p.m.	Theology 3 (Rm. 104)	Fundamentals of Music Writing 3 (3 Hours) (Rm. 012)	No Final Exams	No Final Exams	No Final Exams

PLEASE NOTE:

- 1) All examinations are 2 hours in length unless otherwise noted.
- 2) Professors will preside over their own examinations unless other arrangements are made by them.
- 3) Professors: Please do not make any alternations to this schedule without contacting the Academic Department first.
- 4) Students: If you have 3 Exams on 1 day, please fill out a *Re-Schedule of Final Examination* Form to write 1 exam on an alternate day.

VANGUARD COLLEGE - EXAMINATION POLICY

Examinations are a normal part of courses offered at Vanguard College. The dates of the final examination period are provided to each student (via the published examination schedule). The dates for final examinations are published well in advance of the time of writing. **Please note that NO TRAVEL ARRANGEMENTS are to be made which conflict with these dates unless an emergency arises.**

Students must report promptly for all examinations. Tests or mid-term examinations may be scheduled throughout the semester. Final examinations are written during an assigned period set aside for that purpose in the final week of the semester. No final exams are to be scheduled during the last week of classes

If a course is failed for any of the following reasons, the course must be repeated to receive credit and the student will not graduate until such time as the course has been successfully completed.

1. Failure to complete all the course requirements
2. Loss of marks due to absenteeism, or
3. Failure to write the final examination

Conflicts

When a student finds that he/she has a conflicting examination schedule, the student shall notify **both** professors of the situation and take the following formula to determine which exam shall take precedence.

- a) The senior course, be it core or elective, shall take precedence over a freshman/junior level course. The senior level exam shall be written according to the original schedule.
- b) The course in which it has the longest sitting time for the examination shall take precedence over the exam with a short sitting time.
- c) The course found in the student's major area of specialty shall take priority over a non-major course.

Students making special arrangements with the instructor must also obtain from the General Office a **Re-Schedule of Final Examination Form**. This form must be signed by the instructor and the student and on file at the General Office a week before the date of the scheduled examination.