

Lake Superior College

Final Examination Schedule

Academic Year 2023-2024

Regularly scheduled day, evening and Saturday classes will follow the schedule for final examinations stated below. Classes which start at the half hour should be considered as starting at the closest even hour (8:00, 10:00, 12:00, 2:00, 4:00, 6:00, 8:00). Final exams for one and two credit courses should be given during the last week of the term. Exam schedule conflicts for individual students need to be worked out in advance by mutual agreement between the instructor and the student. Any student scheduled for more than three examinations on a single day may petition the Division Dean or Vice President of Academic and Student Affairs.

Fall Semester – 2023

Tuesday, December 12, 2023

If your first class session of the semester met on Tuesday, Thursday or Saturday

Class Start	Examination Time
8:00 a.m.	8:00-10:00 a.m.
10:00 a.m.	10:00-12:00 p.m.
12:00 p.m.	12:00-2:00 p.m.
2:00 p.m.	2:00-4:00 p.m.
4:00 p.m.	4:00-6:00 p.m.
6:00 p.m.	6:00-8:00 p.m.
8:00 p.m.	8:00-10:00 p.m.

Wednesday, December 13, 2023

If your first class session of the semester met on Monday, Wednesday, or Friday

Class Start	Examination Time
8:00 a.m.	8:00-10:00 a.m.
10:00 a.m.	10:00-12:00 p.m.
12:00 p.m.	12:00-2:00 p.m.
2:00 p.m.	2:00-4:00 p.m.
4:00 p.m.	4:00-6:00 p.m.
6:00 p.m.	6:00-8:00 p.m.
8:00 p.m.	8:00-10:00 p.m.

Thursday, December 14, 2023

If your first class session of the semester met on Tuesday, Thursday or Saturday

Class Start	Examination Time
7:00 a.m.	7:00-9:00 a.m.
9:00 a.m.	9:00-11:00 a.m.
11:00 a.m.	11:00-1:00 p.m.
1:00 p.m.	1:00-3:00 p.m.
3:00 p.m.	3:00-5:00 p.m.
5:00 p.m.	5:00-7:00 p.m.
7:00 p.m.	7:00-9:00 p.m.

Friday, December 15, 2023

If your first class session of the semester met on Monday, Wednesday, or Friday

Class Start	Examination Time
7:00 a.m.	7:00-9:00 a.m.
9:00 a.m.	9:00-11:00 a.m.
11:00 a.m.	11:00-1:00 p.m.
1:00 p.m.	1:00-3:00 p.m.
3:00 p.m.	3:00-5:00 p.m.
5:00 p.m.	5:00-7:00 p.m.
7:00 p.m.	7:00-9:00 p.m.

Spring Semester – 2024

Wednesday, May 8, 2024

If your first class session of the semester met on Monday, Wednesday, or Friday.

Class Start	Examination Time
8:00 a.m.	8:00-10:00 a.m.
10:00 a.m.	10:00-12:00 p.m.
12:00 p.m.	12:00-2:00 p.m.
2:00 p.m.	2:00-4:00 p.m.
4:00 p.m.	4:00-6:00 p.m.
6:00 p.m.	6:00-8:00 p.m.
8:00 p.m.	8:00-10:00 p.m.

Friday, May 10, 2024

If your first class session of the semester met on Monday, Wednesday, or Friday

Class Start	Examination Time
7:00 a.m.	7:00-9:00 a.m.
9:00 a.m.	9:00-11:00 a.m.
11:00 a.m.	11:00-1:00 p.m.
1:00 p.m.	1:00-3:00 p.m.
3:00 p.m.	3:00-5:00 p.m.
5:00 p.m.	5:00-7:00 p.m.
7:00 p.m.	7:00-9:00 p.m.

Thursday, May 9, 2024

If your first class session of the semester met on Tuesday, Thursday or Saturday

Class Start	Examination Time
8:00 a.m.	8:00-10:00 a.m.
10:00 a.m.	10:00-12:00 p.m.
12:00 p.m.	12:00-2:00 p.m.
2:00 p.m.	2:00-4:00 p.m.
4:00 p.m.	4:00-6:00 p.m.
6:00 p.m.	6:00-8:00 p.m.
8:00 p.m.	8:00-10:00 p.m.

Saturday, May 11, 2024

If your first class session of the semester met on Tuesday, Thursday or Saturday

Class Start	Examination Time
7:00 a.m.	7:00-9:00 a.m.
9:00 a.m.	9:00-11:00 a.m.
11:00 a.m.	11:00-1:00 p.m.
1:00 p.m.	1:00-3:00 p.m.
3:00 p.m.	3:00-5:00 p.m.
5:00 p.m.	5:00-7:00 p.m.
7:00 p.m.	7:00-9:00 p.m.

Lake Superior College

Final Examinations

Faculty Expectations

Final Examinations

Final exam schedules are available on the [Academic Calendar website](#) prior to the beginning of the semester. You should include the date and time of the final exam for your class in your syllabus. If there is a final exam or other last major exam, whether comprehensive or not, it must be given during this assigned time. Final exams for one- and two-credit courses should be given during the last week of regularly scheduled classes. For all other courses, a faculty member shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for the final examinations. Take home exams, term papers, or other projects given in lieu of a final exam may be assigned for submission no earlier than the first day of the final exam period.

Courses that are shorter in length and end prior to the end of the term should schedule final examinations during the last days of the course.

If you should desire a change in time for a final exam, you must submit a current class roster and separate sheets with each student's signature indicating that the requested alternative exam time does not conflict with other final exams. This request and supporting documentation should be submitted to your Dean for review and approval. Approved requests will be honored on a space available basis.

If a program/department creates its own final exam schedule, faculty should provide this request and any supporting documentation to the Dean for review and approval. Students may request rescheduling of final exams if extenuating circumstances exist. Students need to contact their faculty and/or Dean by mid-term to make their request. Extenuating circumstances involve direct conflicts (exams scheduled at the same time on the same day) or exam overload (three or more exams within a 15-hour period). If a conflict is created due to a faculty member changing the day or time, that faculty member is expected to resolve the conflict.

Other Expectations During Finals Week

To ensure the best possible access to faculty for students during this crucial time of the semester, faculty should:

- Continue to hold regularly scheduled office hours
- Be available during regularly scheduled class periods
- Participate in faculty development days
- Be available for regularly scheduled meetings (not conflicting with final examinations)
- Work toward grade submission
- Be available for faculty advising per MSCF Article 11, Section 1, Subd. 12