Spring Semester 2011-2012
Final Examination Schedule
Final Papers Deadlines

**Spring Long Term**

**Final Master Papers Submission** - See Handbook 3.9.8.1
All spring long term final papers are due no later than **12:00 noon, Saturday, April 21, 2012.** Students are required to submit final papers via electronic submission to the course Blackboard “Final Paper Dropbox.” Electronic submission of papers is a necessary element of the seminary’s assessment programs.

Select "Submit" ONLY (do NOT select "Save as Draft"), name your paper using the words FINAL PAPER, upload your paper and press "Submit." Make sure that you press “Submit” otherwise your paper is not submitted. Detailed instructions are available in the Blackboard course Final Paper Dropbox window.

(If required by the course instructor, only for special circumstances, hard copy final papers must be submitted at the Registrar’s Office, second floor, Templeton Hall, on Saturday morning, April 21, 8:30 a.m. to 12:00 noon. These papers may be submitted earlier and must be dropped off at the Registrar’s Office.)

**Field Education Reports** are to be submitted to the Field Education Office no later than **4:00 p.m., Monday, April 23, 2012.**

**Late Papers:**
Papers that are late must be submitted directly to the Associate Dean of Curricula, in the Office of Academic Administration, located in Administration Building. Papers will be marked down one letter grade per each day late, see Handbook, 3.9.8.2 and 3.9.8.3. (Faculty may not accept papers past the 12 noon, April 21, 2012 deadline.)

**Beyond Term Time Extensions** *(2011-2012 Handbook)* See below.

**Examination Conflicts:**
If two of your final exams are scheduled for the same day and the same time, contact the Registrar, David H. Wall, 208 Templeton Hall, registrar@ptsem.edu.

**Th.M. Theses, MDiv Theses and Independent Studies**
Theses and independent study papers registered for spring long term are due no later than **12 noon, Saturday, April 21, 2012.** (Theses and independent study papers registered for spring short term are due no later than 12 noon, Tuesday, May 8, 2012.) *Note:* There are no Blackboard Final Paper drop boxes for special courses papers (theses and independent studies.) Students are to submit those papers directly to the instructors or, if not possible, students may submit these to the Registrar’s Office.

**Final Examinations**

**9:00 a.m. to 12 noon Wednesday, April 18 Final Examinations**
NT2101 Introduction to the New Testament – Stuart 1, 2, 3, 4
2:30-5:30 p.m. Wednesday, April 18 Final Examinations
OT3464 Hebrew Poetry – Stuart 3
PH3315 Aesthetics – Stuart 1
TH3439 The Theology of Calvin and the Task of Reform – Stuart 5

9:00 a.m. to 12 noon, Thursday, April 19 Final Examinations
OT3305 Exegesis of Exodus – Stuart 3
CH1130 Survey of Christianity Since the Reformation – Stuart 1

2:30-5:30 p.m., Thursday, April 19 Final Examinations
OT5040 Aramaic II – Stuart 3
EF3215 Educational Psychology – Stuart 4
WR1329 The Psalms in Christian Worship – Miller Chapel

9:00 a.m. to 12 noon, Friday, April 20 Final Examinations
OT1152 Introductory Biblical Hebrew – Stuart 3
NT1152 Introduction to New Testament Greek
Section A (Berg) - Stuart 1
Section B (Wagner) – Stuart 4

2:30-5:30 p.m., Friday, April 20 Final Examinations
OT5040 Aramaic II – Stuart 3

Examination Conflicts and rescheduled examinations

Spring Short Term (April-May)
Spring Short Term final exams are held on the last meeting day of the class. All final papers/projects for Spring Short Term courses are due no later than 12 noon, Wednesday, May 16. Paper submission process is the same as above.

*****Graduating students who need short term credits for graduation and have received permission to enroll in the short term course, must complete all course work no later than Friday, May 11, or earlier, if required by instructor.

Th.M. Theses, MDiv (Graduating Seniors) Theses and Independent Studies
Special courses papers (theses and independent study) registered for spring short term for graduating ThM and MDiv students are due no later than 12 noon, Tuesday, May 8, 2012. Note: There are no Blackboard Final Paper drop boxes for special courses papers (theses and independent studies.) Students are to submit those papers directly to the instructors or, if not possible, students may submit these to the Registrar’s Office.

Spring Semester 2012

Ph.D. Seminars:
Final Papers are due no later than 12:00 noon, Wednesday, May 16, 2012
(This included MDiv students, non-graduates, who are enrolled in doctoral seminars.)

Beyond Term Time Extensions (2011-2012 Handbook)

3.9.3. Beyond-Term-Time Extensions
When unusual circumstances prevent a student from completing course requirements within-term-time, to avoid a failing grade, the student must first discuss the situation with the dean of student life, who then makes a recommendation to the director of academic administration. The student must submit a petition for an extension beyond-term-time. A petition must be filed for every course in which work will not be completed. Petitions must be submitted to the director of academic administration. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit, but not later than twenty-four (24) hours prior to the end-of-term time. (See section 3.5.4.2.)

3.9.4. Acceptable Reasons for Beyond-Term-Time Extensions
Requests for beyond-term-time extensions for the presentation of required work may be granted for reasons that fall within the intent of the following example guidelines: (1) A verified illness, accident, or other incapacitating condition that can be shown to effect the completion of requirements. (2) A family crisis, requiring the student to divert attention from academic pursuits for a prolonged period of time. (3) The impossibility of travel on the date of the final examination, or some other unavoidable situation, which prejudices the timely completion of requirements. (4) The expansion of a research topic beyond the bounds originally contemplated by the student and the instructor. This applies, however, only where clear efforts have been made during term-time to bring the topic within more workable limits. (5) The introduction of class requirements so late in the semester that their timely completion would prejudice the quality of work submitted in other classes.

Requests for beyond-term-time extensions will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term-time, of the pressure of outside work for which other and more appropriate alleviating steps were not taken, and of the ordinary inconveniences of life that a well-organized schedule should be able to absorb.