Spring Semester 2013
2012-2013
Final Examination Schedule
Final Papers Deadlines

******All Graduating Students: All Final papers, including independent studies and theses, are due no later than 5:30 p.m. on Friday, May 3, 2013.

Final Master Papers Submission - See Handbook 6.9.8.1
All spring semester final papers (non-graduates only) are due no later than 5:30 p.m., Monday, May 6, 2013.

All 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.

Field Education Reports are to be submitted to the Field Education Office no later than Friday, April 19.

Th.M. Theses, MDiv Theses and Independent Studies
Theses and independent study papers (non-graduates only) are due no later than 5:30 p.m., Monday, May 6, 2013. (****For all graduates – papers are due no later than 5:30 p.m., Friday, May 3, 2013.) Note: There are no Blackboard Final Paper drop boxes for special course papers (theses and independent studies.) Students are to submit these papers directly to the instructors or, if not possible, students may submit these to the Registrar’s Office.

Ph.D. Seminar Papers Submission
All Final Papers for Ph.D. Seminars are due no later than 5:30 p.m., Monday, May 6, 2013. (This includes all non-graduates who are enrolled in doctoral seminars.)

******Graduating MDiv or ThM students, enrolled in doctoral seminars, must submit final papers no later than 5:30 p.m. on Friday, May 3, 2013.)

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, 6.9.8.2 and 6.9.8.3. (Faculty may not accept papers past the above final paper deadline.)

Beyond Term Time Extensions (2012-2013 Handbook) See below.

Examination Conflicts: If two of your final exams are scheduled for the same day/same time, contact the Registrar, registrar@ptsem.edu no later than Wednesday, April 10.

FINAL EXAMINATIONS

Tuesday, April 30, 9:00 a.m. to 12 noon Final Examinations
NT2101 Introduction to the New Testament

Tuesday, April 30 from 2:30 to 5:30 p.m. Final Examinations
CH1130 Survey of Christianity Since the Reformation
PH3401 Race, Assimilation, and Diversity
**Beyond Term Time Extensions** *(2012-2013 Handbook)*

6.9.3. 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.)*

6.9.4. 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.