Fall Semester 2013
Final Examination/Final Papers Schedule

**Final Master Papers Submission** - See Handbook 6.9.8.1
All fall semester final papers are due no later than 4:30 p.m., Friday, December 20, 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 Mid-Year Appraisals** are due no later than Monday, January 13, 2014, 12:00 noon for electronic copy to Blackboard and 4:30 p.m. for hard copy to Field Education Office.

**Th.M. Theses, MDiv Theses and Independent Studies**
Theses and independent study papers (non-graduates only) are due no later than 4:30 p.m., Friday, December 20, 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 4:30 p.m., Friday, December 20, 2013.

**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 Monday, November 25.

**Monday, December 16**
9:00 a.m. to 12 noon, December 16, Final Examinations
OT1151 A Introductory Biblical Hebrew (Lapsley)
OT1151 B Introductory Biblical Hebrew (Rainey)
NT1151 Introduction to New Testament Greek (Bowens)
OT5010 Accelerated Hebrew Reading (Dewrell)

2:30-5:30 p.m., December 16, Final Examinations
ET/EF Ethics of the Ten Commandments (Duff and Mikoski)
NT3406 – The Gospel of Mark (Black)

**Tuesday, December 17**
9:00 a.m. to 12 noon, December 17, Final Examinations
OT2101 Orientation to Old Testament Studies (Lapsley and Olson)

2:30-5:30 p.m., December 17, Final Examinations
WR3103 Christian Worship and the Presbyterian Tradition (Gross)
**Wednesday December 18**

9:00 a.m. to 12 noon, December 18, Final Examinations  
CH5630 American Christians and the Public Order (Moorhead)  
PH1000 Basic Philosophy (Graham)

2:30-5:30 p.m., December 18, Final Examinations  
CH1100 Survey of Early and Medieval Church History (Rorem)  
OT3303 World of the Old Testament courses (Dewrell)

**Thursday, December 19**

9:00 a.m. to 12 noon, December 19, Final Examinations  
CH5600 American Christianity: Puritanism to the Civil War (Moorhead)  
PH3301 Philosophy of Religion (Graham)

2:30-5:30 p.m., December 19, Final Examinations  
DP1201 Presbyterian Church Polity (Wilton)  
EF1500, Introduction to Spirituality and Missional Formation (Lee and Osmer)

**Friday, December 20**

9:00 a.m. to 12 noon, December 20, Final Examinations  
Examination Conflicts and rescheduled examinations

**4:30 p.m. Friday, Dec. 20 - Special Courses – Independent Study and Thesis Papers**

All independent study and/or thesis papers are due no later than 4:30 p.m., Friday, December 20. These papers may be submitted directly to the instructor.

**4:30 p.m. Friday, December 20, Deadline for Fall Semester PhD Seminar Final Papers**

All doctoral seminars (5000 and/or 9000 level) final papers are due no later than 4:30 p.m. Friday, December 20, 2013. Papers for Ph.D. seminars should be submitted directly to the faculty teaching the seminar.

**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 (2013-2014 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 petition for an extension beyond-term-time. A petition with supporting reasons for the extension must be filed for every course in which work will not be completed. Petitions must be submitted to the associate dean for curricula. The associate dean for curricula may require the student to meet with the dean of student life prior to taking action on the petition. **Petitions for beyond-term-time extensions should be entered as early as circumstances permit, but not later than twenty-four (24) hours prior to the end-of-term.** (See section 6.5.4.2.)

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.