FIN 3010 Departmental Final Examination Policies, Rules, and Regulations

The FIN 3010 faculty wish to provide students with information regarding the FIN 3010 Departmental Final Exam in order to reduce uncertainty and minimize misconceptions about the exam, and to allow students to be prepared for the exam.

1. The FIN 3010 Departmental Final Examination (“the Final” hereafter) is a common final examination administered to all students who complete FIN 3010 at MTSU. On the first day of the FIN 3010 course, all students received information regarding the date and time of the Final as part of their course syllabus for FIN 3010. The date and time of the FIN 3010 Departmental Final Examination is at 6:00 pm on Friday of the last week of regular classes; this exam date is two days after the last day of classes (Wednesday of the last week). The FIN 3010 final exam time does NOT follow MTSU’s posted Final exam schedule.

2. The FIN 3010 Departmental Final Examination has been in place (consecutively) for more than 20 years. Departmental exams in FIN 3010 date back to the 1980s. FIN 3010 is one of the required courses in the Jones College of Business core curriculum. Every student who graduates with a degree from Jones College of Business must successfully complete FIN 3010. The Finance faculty recognizes that appropriate and equal rigor and content coverage across sections of FIN 3010 is essential, and believes that the Final is an important component in ensuring that goal is attained.

3. The Final is mandatory for all FIN 3010 students, regardless of the student’s prior performance in the course.

4. The Final counts a minimum of 25% of each student’s course average. The Final cannot be dropped from your course average calculation.

5. All students will be assigned to a testing location for the Final. Instructors will notify students of the assigned testing location(s) in advance of the exam date. In addition, testing location(s) will be listed on the Jones College’s electronic information boards.

6. All students must take the exam on the scheduled date. If a student is absent from the Final, a make-up exam will be allowed only if the absence is excused AND the student provides supporting documentation. Absences will be excused ONLY in special cases which include and are limited to: extreme illness, U.S. Military Service, religious observance, or participation in a University sanctioned event. The student must notify the faculty member who teaches the course PRIOR TO the missed exam via email, if at all possible. Do not come to the testing location if you are ill and contagious the day of the Final; instead, notify the faculty member who teaches your class of your illness before the exam begins via email or phone. You will need documentation that explicitly indicates that you saw a healthcare provider regarding your serious illness on the day of the exam or that the healthcare provider specifically instructed you to not participate in the exam in order to be permitted to take a make-up exam.

7. If a student has a disability or special circumstance that requires Disability and Access Center accommodation, he or she must provide the necessary documentation to the faculty member who is teaching his or her class as soon as possible, but no later than two weeks before the Final. He or she will test on the same date as his or her fellow classmates; however, the testing location and the length of time provided for the exam will be determined using the DAC documentation he or she provides to the faculty member teaching his or her class.

8. Students should be at their assigned testing location fifteen minutes prior to the start of the exam. It is imperative that students be seated in the testing location at the start of the exam, as the door to the testing location will be closed at that time.

9. The exam will be administered as scheduled unless MTSU’s administration closes the University because of inclement weather or other unforeseen event. In the event that the University closes for any reason at the time that the Final is to be administered, the Final will be rescheduled for a later date. Instructions will be emailed to students via the MTMAIL email account provided by MTSU.
10. Students may choose to use the Texas Instruments BAII Plus, the Texas Instruments BAII Plus Professional, or the Hewlett Packard 10bII+ financial calculators on the Final. Any device other than the 3 approved calculators will not be allowed. This includes devices that can be programmed, devices that have communication capability, and devices that can take photographs. **Specifically, emulators and apps for smartphones or tablets that mimic the approved financial calculators are not allowed; graphing calculators are not allowed; programmable calculators are not allowed; smartphones are not allowed; tablets are not allowed; laptops are not allowed; Google Glasses are not allowed; Samsung Galaxy Gear Wrist devices are not allowed.** Other devices will not be allowed in the testing area.

11. MTSU University POLICY NO: III:00:08 defines academic misconduct as follows:

**III. DEFINITIONS**

A. Academic exercise. All forms of work submitted by a student for credit or hours.

B. Academic Misconduct. Academic Misconduct may consist of acts of plagiarism, cheating or fabrication.

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.

2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination.

3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

C. Academic Misconduct Committee (“Committee”) refers to the committee established under MTSU Policy No. I:01:02, University Committees.

POLICY NO: III:00:08 further states:

**IV. PROCESS**

A. Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In these instances, the faculty member has the authority to assign an appropriate grade for the exercise or examination, or to assign an F in the course, as is proportional to the nature and extent of academic misconduct. When assigning a grade based on academic misconduct, the faculty member shall ensure that the student is made aware of his/her appeal rights. Additional disciplinary sanctions may be appropriate; this issue will be determined by the Committee.

In the event that someone is caught cheating on the Final, disciplinary action will be taken to the full extent permitted by the University. Student possession of language translators, cell phones, pagers, or other electronic communication devices during the Final will be considered cheating.

12. Students should not bring extraneous belongings to the Final. Instructors recommend that students not bring anything to the Final except a photo ID and approved financial calculator. If a student chooses to bring personal belongings, including a cell phone or a hat, he or she will be required to place them along the wall at the front of the room. Personal belongings can be retrieved after the Final has been accepted for submission by the proctor.

13. Every proctor will have a cell phone for emergency purposes and to monitor the MTSU emergency alert system. Students will be notified immediately if evacuation is required.

14. Students will be required to show their MTSU-issued ID card when they submit their Final.
15. All of the faculty members who teach FIN 3010 will have the opportunity to participate in writing the Final. It is a collaborative effort by all FIN 3010 faculty members.

16. No student will be allowed to begin the Final (i) after fifteen minutes of testing time has elapsed or (ii) once any student has submitted his or her Final.

17. No student will be allowed to leave the testing room for any reason (including restroom breaks, water breaks, etc.) unless prior documentation of medical necessity (signed by a physician) is provided. Students should plan accordingly. Once a student leaves the testing room, his or her Final will be collected and submitted as complete.

18. A basic outline of the topics covered on the Final along with relative percentage weights will be distributed approximately one month prior to the Final.

19. This document must be signed, dated and returned to the faculty member teaching your FIN 3010 course no later than one week prior to the final exam in order for you to be permitted to take the FIN 3010 Departmental Final Examination required in this course.

TURN IN THE INFORMATION BELOW THE DASHED LINE TO YOUR PROFESSOR

Again, this must be submitted no later than one week prior to the Final.

By signing my name below, I, the undersigned, indicate that I have been informed of the policies, rules, and regulations pertaining to the FIN 3010 Departmental Final Examination. Further, I state that I understand these policies, rules, and regulations and agree to abide by them as a condition of continued enrollment in FIN 3010.

_______________________________________________
Name (PRINT LEGIBLY)

_______________________________________________
MTSU ID (M Number)

_______________________________________________
Signature

_______________________________________________
Date