

2011-12 Final Exam Schedule

Fall Term

	9:00 – 11:00 a.m.	12:00 – 2:00 p.m.	3:00 – 5:00 p.m.	6:00 – 8:00 p.m.
Monday	T/TH 8:30-10:20 am Courses	T/TH 12:30-2:20 pm Courses	MWF 2:30-3:45 pm Courses	Evening/Multi-Sec.
Tuesday	MWF 10:00-11:15 am Courses	MWF 1:00-2:15 pm Courses	1 st Yr For. Lang.	Evening/Multi-Sec.
Wednesday	MWF 11:30 am-12:45 pm Courses	Calculus Courses	Multi-Section	Multi-Section
Thursday	MWF 8:30-9:45 am Courses	T/TH 2:30-4:20 pm Courses	Multi-Section	No Examinations

Winter Term

	9:00 – 11:00 a.m.	12:00 – 2:00 p.m.	3:00 – 5:00 p.m.	6:00 – 8:00 p.m.
Monday	MWF 10:00-11:15 am Courses	MWF 1:00-2:15 pm Courses	1 st Yr. For. Lang.	Evening/Multi-Sec.
Tuesday	MWF 11:30 am-12:45 pm Courses	Calculus Courses	MWF 2:30-3:45 pm Courses	Evening/Multi-Sec.
Wednesday	MWF 8:30-9:45 am Courses	T/TH 2:30-4:20 pm Courses	Multi-Section	Multi-Section
Thursday	T/TH 8:30-10:20 am Courses	T/TH 12:30-2:20 pm Courses	Multi-Section	No Examinations

Spring Term

	9:00 – 11:00 a.m.	12:00 – 2:00 p.m.	3:00 – 5:00 p.m.	6:00 – 8:00 p.m.
Monday	MWF 11:30 am-12:45 pm Courses	Calculus Courses	MWF 2:30-3:45 pm Courses	Evening/Multi-Sec.
Tuesday	MWF 8:30-9:45 am Courses	T/TH 2:30-4:20 pm Courses	1 st Yr. For. Lang.	Evening/Multi-Sec.
Wednesday	T/TH 8:30-10:20 am Courses	T/TH 12:30-2:20 pm Courses	Multi-Section	Multi-Section
Thursday	MWF 10:00-11:15 am Courses	MWF 1:00-2:15 pm Courses	Multi-Section	No Examinations

FINAL EXAMINATION POLICIES

Final Examinations - The final examination schedule is printed above. The following policy statements apply.

1. The **eleventh week** of each term is set aside for final examinations. **The term “final examination” here means the last examination of the term, either comprehensive or unit examination.**
2. During the last week of classes no final examination may be given. **A unit exam may be given only if it is in addition to the regularly scheduled final exam. The Dean of the College must approve exceptions.**
3. No final examination may be changed from its scheduled period except with the approval of the College Registrar. Travel arrangements, vacations, employment plans and convenience will not be viewed as sufficient reasons to change an examination. The deadline to submit a petition requesting to change a scheduled exam is the Monday of week 10 each term. Requests after this deadline will not be granted.
4. Take home examinations may be assigned with the final examination period as the due date.
5. A student may petition the instructor and the College Registrar to reschedule one of three examinations in one day. First-Year Foreign Language, Calculus or evening course examinations may not be the one rescheduled.
6. A student desiring to reschedule an examination for a reason other than as stated in No. 5 may petition the Office of the Registrar. A decision will be made by the College Registrar in consultation with the faculty member.
7. The final examination schedule will be rotated each term.
8. A list of rooms for the First-Year Foreign Language and Calculus examinations will be available three weeks prior to the end of the term.
9. The periods from 3:00-5:00 p.m. Wednesday and Thursday and 6:00-8:00 p.m. Monday, Tuesday and Wednesday are reserved for the scheduling of common final examinations for courses with multiple sections. Instructors or departments wishing to give such an examination must schedule it through the Office of the Registrar, and should inform their students of the day of the examination as soon as it is determined. Students scheduled for three or more final examinations in one day because of a multiple section examination may petition the College Registrar to be released from that final. Such students must be given the option of a make-up examination (or other suitable arrangement) by the instructor of the department giving the multiple section final examination.
10. Sections meeting during hourly periods, including labs, should consult their instructor regarding the time of their final exam. Some hourly period courses will have their final exam at the scheduled time of the closest corresponding period (i.e. a 8:30 a.m. hourly class meeting on Tuesdays corresponds with 8:30 class, both beginning at 8:30 a.m.)

**Instructors who violate these rules should be reported to the Office of the Dean of the College.
The Dean of the College shall confer with the instructor and take appropriate action.**

Make-up Examinations - If a student is absent at the giving of an examination, permission to make it up is at the discretion of the instructor. Appeals may be made by following the normal procedures for appealing a grade.

Approved changes by AS&D 12-4-08
Approved by Senate 1-15-09
Contact information updated 10-22-09