

FINAL EXAMINATION SCHEDULE

2019 FALL SEMESTER

REGULAR CLASSES				
SCHEDULED CLASS PERIOD		EXAM DATE	EXAM TIME	
7:30 - 8:30	M W F	S Dec. 14	10:00AM-NOON	
7:30 - 9:00	T TH	T Dec. 10	7:30-9:30AM	
8:30 - 9:30	M W F	M Dec. 9	10:00AM-NOON	
9:00 - 10:30	T TH	TH Dec. 12	12:30-2:30PM	
9:30 - 10:30	M W F	W Dec. 11	3:00-5:00PM	
10:30 - 11:30	M W F	F Dec. 13	10:00AM-NOON	
10:30 - 12:00	T TH	F Dec. 13	3:00-5:00PM	
11:30 - 12:30	M W F	T Dec. 10	12:30-2:30PM	
12:00 - 1:30	T TH	W Dec. 11	10:00AM-NOON	
12:30 - 1:30	M W F	TH Dec. 12	7:30-9:30AM	
1:30 - 2:30	M W F	S Dec. 14	7:30-9:30AM	
1:30 - 3:00	T TH	M Dec. 9	3:00-5:00PM	
2:30 - 3:30	M W F	T Dec. 10	5:30-7:30PM	
3:00 - 4:30	T TH	W Dec. 11	5:30-7:30PM	
3:30 - 4:30	M W F	TH Dec. 12	5:30-7:30PM	
4:30 - 5:30	M W F	M Dec. 9	12:30-2:30PM	
4:30 - 6:00	M W	M Dec. 9	12:30-2:30PM	
4:30 - 6:00	T TH	S Dec. 14	12:30-2:30PM	

GROUP EXAMINATIONS			
COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME
CHEMISTRY	1201	W Dec. 11	7:30-9:30AM
	1202	TH Dec. 12	10:00AM-NOON
CIVIL ENGINEERING	2450	T Dec. 10	3:00-5:00PM
	3400	M Dec. 9	5:30-7:30PM
ECONOMICS	2000	F Dec. 13	5:30-7:30PM
	2010	M Dec. 9	5:30-7:30PM
	2030	W Dec. 11	12:30-2:30PM
	2035	T Dec. 10	3:00-5:00PM
FRENCH	1001 1002 2101 2102	F Dec. 13	12:30-2:30PM
GERMAN	1101	TH Dec. 12	10:00AM-NOON
ITALIAN	1001	TH Dec. 12	10:00AM-NOON
LATIN	1001 2051	TH Dec. 12	10:00AM-NOON
MUSIC	2053	W Dec. 11	12:30-2:30PM
PHYSICS	2001 2002 2110 2112 2113	M Dec. 9	7:30-9:30AM
SPANISH	1101 1102 1152 2101 2102	TH Dec. 12	3:00-5:00PM

GROUP EXAMINATIONS			
COURSE	NUMBER	EXAM DATE	EXAM TIME
BIOLOGY	1001	F Dec. 13	7:30-9:30AM
	1002	T Dec. 10	3:00-5:00PM
	1201	T Dec. 10	10:00AM-NOON
	1202	W Dec. 11	12:30-2:30PM
	2160	W Dec. 11	12:30-2:30PM
	4105	W Dec. 11	12:30-2:30PM
	4161	M Dec. 9	5:30-7:30PM
	4253	TH Dec. 12	10:00AM-NOON

FINAL EXAMINATION SCHEDULE		
2019 FALL SEMESTER		
EVENING CLASSES		
SCHEDULED CLASS PERIOD	EXAM DATE	EXAM TIME
4:30 - 7:30 M	M Dec. 9	8:00 - 10:00 PM
6:00 - 9:00 M		
6:30 - 9:30 M		
6:30 - 8:00 M W		
7:00 - 8:30 M W		
7:00 - 10:00 M		
4:30 - 7:30 T	T Dec. 10	8:00 - 10:00 PM
6:00 - 9:00 T		
6:30 - 9:30 T		
6:30 - 8:00 T Th		
7:00 - 8:30 T Th		
7:00 - 10:00 T		
4:30 - 7:30 W	W Dec. 11	8:00 - 10:00 PM
5:00 - 6:30 M W		
6:00 - 7:30 M W		
6:00 - 9:00 W		
6:30 - 9:30 W		
7:00 - 10:00 W		
4:30 - 7:30 Th	Th Dec. 12	8:00 - 10:00 PM
5:00 - 6:30 T Th		
6:00 - 9:00 Th		
6:30 - 9:30 Th		
7:00 - 10:00 Th		

SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES

All regular classes will be discontinued after 10:00 p.m., **Saturday, December 7**. University regulations require that final examinations be held. Where final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department chair, dean/director, as well as the Office of Academic Affairs. Final examinations *must be given during the published dates/times for the final examination period. No exam shall exceed two hours. In addition, no class can hold additional exams outside of their designated time slot during exam week.* **NO MEMBER OF THE FACULTY IS AUTHORIZED TO WAIVE FINAL EXAMINATIONS EXCEPT WITH APPROVAL AS PRESCRIBED.** Classes not included in this schedule are considered irregular and the dates of their examination shall be fixed by the instructor concerned, subject to the provision that they be held no earlier than 7:30 a.m., **Monday, December 9** and that they not conflict with this schedule. Except for night classes, classes which meet for two or more hours on the same day shall be examined at the time assigned for the first hour at which they meet. A laboratory class is to be examined on laboratory material at its last regularly scheduled period. Final examinations for Saturday classes will be given at their regularly scheduled class times on the Saturday of exam week. Classroom availability for Saturday exams must be cleared through the Office of the University Registrar. Final examinations in courses offered at night are to be given at the times shown for evening classes, regardless of any group exam times listed. However, if an evening class time is not listed on this exam schedule, instructors should clear classroom availability through the Office of the University Registrar.

Students having three or more final examinations in a **24 hour period** may request permission to take no more than two examinations on the day concerned. Requests for special arrangements will be considered only when the three or more examinations cover **more** than seven (7) hours of credit work. These requests should be made to the dean or director at the college or school in which the student is registered. The dean or director is authorized to determine which of the examinations is to be taken at a time other than originally scheduled; that decision is final. A student scheduled for examination in two subjects at the same group examination period shall report for examination in the class listed first in the above schedule; the instructor of the other class shall arrange a special examination for the student. In case of a conflict between a group examination and an examination in a class for which a group examination is not scheduled, the instructor of the class having the group examination shall arrange a special examination. So that instructors concerned may have adequate notice for rescheduling examinations, **students with schedule problems must have all arrangements completed by 4:30 on Friday, November 8**. Instructors will make no changes in the examination schedule without the permission of the department head and the dean of the college.

DEGREE CANDIDATES

Grades for degree candidates must be filed in the Office of the University Registrar no later than 9:00 a.m., **Tuesday, December 17**. GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED AS SOON AS AVAILABLE, BUT NOT LATER THAN 9:00 A.M., **WEDNESDAY, DECEMBER 18**. It is the responsibility of the department head to see that instructors meet the deadline for submitting all grades.

The five-day period during the fall and spring semesters (Wednesday - Sunday) immediately preceding the week of final examinations will be set aside as a concentrated study period. During this time, no extracurricular student activities, such as social and athletic events, will be held on or off campus. Graded required course work (including exams, quizzes, and homework) may count for a total of at most 5% of the student's grade. Class projects (excluding exams and quizzes) are exempt from the 5% limit. The assumption is that work on such a project will take place throughout the semester. Exams and quizzes shall be defined as a question or set of questions to be given within a designated period of time. Laboratory courses are also exempt from this policy. Any other exceptions must receive prior approval from the Office of Academic Affairs. Students should report any violations of this policy to the Office of Academic Affairs.

REVIEW SESSIONS MAY NOT BE HELD DURING THE PERIOD OF FINAL EXAMINATION BECAUSE OF THE CONFLICTS WITH SCHEDULED EXAMINATIONS.

WORKSHOPS, SEMINARS, AND CONFERENCES CANNOT BE SCHEDULED IN CLASSROOMS CONTROLLED BY THE OFFICE OF THE UNIVERSITY REGISTRAR DURING THE FINAL EXAMINATION PERIOD. THE AUDITORIUMS AND LARGE CLASSROOMS ARE ALL ASSIGNED FOR EXAMINATIONS AND ARE NOT AVAILABLE FOR OTHER OUTSIDE ACTIVITIES.

CONTACT THE FACILITY SERVICE CUSTOMER SERVICE DESK - 578-3186 - IF BUILDING/ROOMS ARE NOT OPEN WHEN REQUIRED.