

# FINAL EXAMINATION POLICY & SCHEDULE

## FALL TERM 2017

All instructional staff of on- and off-campus classes are expected to meet during their scheduled final examination period. All comprehensive final examinations shall be administered at the prescribed time during the final examination period. For those classes where there is no final examination, the time prescribed during the final examination period shall be used as a regular class meeting. Exception to meeting classes during the examination period requires specific written approval in advance from the college dean.

No student shall be required to take more than two comprehensive final examinations on the same day. Any student with more than two comprehensive final examinations scheduled on the same day who want to reschedule the excessive examination(s) must make arrangements with the instructors involved. If the student and instructors are unable to reach mutual agreement about alternate arrangements, the student must notify the Registrar by Friday, October 20. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by Monday, November 20. This policy covers only comprehensive final examinations given during the final examination period.

- Final examinations for web-based classes are scheduled during finals week at the discretion of the instructor.
- Courses meeting four or five periods a week, i.e. MTWR, may use either the MWF or TR period for the exam, whichever is most convenient for all concerned, unless otherwise stated.
- Classes scheduled MW, MF, or WF are to follow the MWF exam times unless otherwise stated.
- Examinations for off-campus evening classes are scheduled for the regular class meeting time that falls during the examination week that begins Wednesday, December 13.
- Classes offered at non-standard class times do not have designated final examination periods. Instructors are to make arrangements to administer examinations during the Thursday, December 21 exam times.

### Wednesday, December 13

4:00-6:00PM MW or W only classes beginning between 4:00-6:25PM  
Common Exam Block 1  
6:15-8:15PM MW or W only classes beginning 6:30PM or later  
Common Exam Block 2

### Thursday, December 14

7:45-9:45AM TR classes beginning between 8:00-8:50AM  
10:00-12 Noon TR classes beginning between 10:00-10:50AM  
12:15-2:15PM TR classes beginning between 12:00-12:50PM  
2:30-4:30PM TR classes beginning between 2:00-2:50PM  
4:45-6:45PM TR or R classes beginning between 4:00-6:25PM  
7:00-9:00PM TR or R classes beginning 6:30PM or later

### Friday, December 15\*\*

7:45-9:45AM MWF classes beginning between 8:00-8:50AM  
F only classes beginning between 8:00-9:55AM  
10:00-12 Noon MWF classes beginning between 10:00-10:50AM  
F only classes beginning between 10:00-11:55AM  
12:15-2:15pm MWF classes beginning between 12:00-12:50PM  
F only classes beginning between 12:00-1:55PM  
2:30-4:30PM MWF classes beginning between 2:00-2:50PM  
F only classes beginning between 2:00-3:55PM  
4:45-6:45PM MWF classes beginning between 2:00-2:50PM  
F only classes beginning between 4:00PM or later

### Weekend

Saturday and Sunday classes should hold exams during the meeting time that falls during exam week

### Monday, December 18

7:45-9:45AM MWF or MW classes beginning between 9:00-9:50AM  
10:00-12 Noon MWF or MW classes beginning between 11:00-11:50AM  
12:15-2:15PM MWF or MW classes beginning between 1:00-1:50PM  
2:30-4:30PM MWF or MW classes beginning between 3:00-3:50PM  
4:45-6:45PM M only classes beginning between 4:00-6:25PM  
7:00-9:00PM M only classes beginning 6:30PM or later

### Tuesday, December 19

7:45-9:45AM TR classes beginning between 9:00-9:50AM  
10:00-12 Noon TR classes beginning between 11:00-11:50AM  
12:15-2:15PM TR classes beginning between 1:00-1:50PM  
2:30-4:30PM TR classes beginning between 3:00-3:50PM  
4:45-6:45PM T only classes beginning between 4:00-6:25PM  
7:00-9:00PM T only classes beginning 6:30PM or later

### Wednesday, December 20

7:45-9:45AM MW classes beginning between 8:00-8:50AM  
10:00-12 Noon MW classes beginning between 10:00-10:50AM  
12:15-2:15PM MW classes beginning between 12:00-12:50PM  
2:30-4:30PM MW classes beginning between 2:00-2:50PM

### Thursday, December 21

7:45-9:45AM Courses offered at a non-standard start time and  
10:00-12 Noon special makeup exams for on-campus students if  
1:00-3:00PM authorized by instructor  
3:15-5:15PM

\*\* This is not the date for M only, W only or MW courses.

**FINAL GRADES DUE IN WINS BY FRIDAY, DECEMBER 22 AT 4:00PM**