

EXAMINATION SCHEDULE FALL TERM 2016

FINAL EXAMINATION POLICY

All instructional staff of on- and off-campus classes are expected to meet during their scheduled time for the 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 21st. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by Monday, November 21st. 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.
- Classes scheduled MW, MF, or WF are to follow the MWF examination times.
- Examinations in off-campus evening classes are scheduled for the regular class meeting time that falls during the examination week that begins Thursday, December 15th.
- Classes offered at non-standard class times do not have designated final examination periods. Instructors are to make arrangements to administer examinations during the Friday, December 23rd examination times.

This policy covers only comprehensive final examinations given during the final examination period.

Thursday, December 15, 2016

4:25-6:25 p.m. R only classes beginning between 4:00-6:25 p.m.
6:35-8:35 p.m. R only classes beginning between 6:30 or later

Friday, December 16, 2016

7:45-9:45 a.m. F only classes beginning between 8:00-9:55 a.m.
9:55-11:55 a.m. F only classes beginning between 10:00-11:55 a.m.
12:05-2:05 p.m. F only classes beginning between 12:00-1:55 p.m.
2:15-4:15 p.m. F only classes beginning between 2:00-3:55 p.m.
4:25-6:25 p.m. F only classes 4:00 p.m. or later

Monday, December 19, 2016

7:45-9:45 a.m. MW or MWF classes beginning between 8:00-8:50 a.m.
9:55-11:55 a.m. MW or MWF classes beginning between 10:00-10:50 a.m.
12:05-2:05 p.m. MW or MWF classes beginning between 12:00-12:50 p.m.
2:15-4:15 p.m. MW or MWF classes beginning between 2:00-2:50 p.m.
4:25-6:25 p.m. M only or MW classes beginning between 4:00-6:25 p.m.
6:35-8:35 p.m. M only or MW classes beginning between 6:30 or later

Tuesday, December 20, 2016

7:45-9:45 a.m. TR classes beginning between 8:00-8:50 a.m.
9:55-11:55 a.m. TR classes beginning between 10:00-10:50 a.m.
12:05-2:05 p.m. TR classes beginning between 12:00-12:50 p.m.
2:15-4:15 p.m. TR classes beginning between 2:00-2:50 p.m.
4:25-6:25 p.m. T or TR classes beginning between 4:00-6:25 p.m.
6:35-8:35 p.m. T or TR classes beginning between 6:30 or later

Wednesday, December 21, 2016

7:45-9:45 a.m. MW or MWF classes beginning between 9:00-9:50 a.m.
9:55-11:55 a.m. MW or MWF classes beginning between 11:00-11:50 a.m.
12:05-2:05 p.m. MW or MWF classes beginning between 1:00-1:50 p.m.
2:15-4:15 p.m. MW or MWF classes beginning between 3:00-3:50 p.m.
4:25-6:25 p.m. W only classes beginning between 4:00-6:25 p.m.
6:35-8:35 p.m. W only classes beginning between 6:30 or later

Thursday, December 22, 2016

7:45-9:45 a.m. TR classes beginning between 9:00-9:50 a.m.
9:55-11:55 a.m. TR classes beginning between 11:00-11:50 a.m.
12:05-2:05 p.m. TR classes beginning between 1:00-1:50 p.m.
2:15-4:15 p.m. TR classes beginning between 3:00-3:50 p.m.

Friday, December 23, 2016

7:45-9:45 a.m. Courses offered at a non-standard start time and
10:00-12 Noon Special makeup exams for on-campus students if
authorized by instructor

FINAL GRADES DUE IN WINS BY FRIDAY, DECEMBER 23 - 4:00 P.M.