

# EXAMINATION SCHEDULE SPRING TERM 2016

## FINAL EXAMINATION POLICY

All instructional staff of on- and off-campus classes are expected to meet during their scheduled 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, February 26<sup>th</sup>. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by Monday, April 11<sup>th</sup>. 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 in off-campus evening classes are scheduled for the regular class meeting time that falls during the examination week that begins Monday, May 9<sup>th</sup>.
- Classes offered at non-standard class times do not have designated final examination periods. Instructors are to make arrangements to administer examinations during the Monday, May 16<sup>th</sup> exam times.

### Monday, May 9, 2016

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

### Tuesday, May 10, 2016

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

### Wednesday, May 11, 2016

7:45-9:45 a.m. MWF or MW classes beginning between 9:00-9:50 a.m.  
10:00-12 Noon MWF or MW classes beginning between 11:00-11:50 a.m.  
12:15-2:15 p.m. MWF or MW classes beginning between 1:00-1:50 p.m.  
2:30-4:30 p.m. MWF or MW classes beginning between 3:00-3:50 p.m.  
4:45-6:45 p.m. W only classes beginning between 4:00-6:25 p.m.  
7:00-9:00 p.m. W only classes beginning 6:30 or later

### Thursday, May 12, 2016

7:45-9:45 a.m. TR classes beginning between 9:00-9:50 a.m.  
10:00-12 Noon TR classes beginning between 11:00-11:50 a.m.  
12:15-2:15 p.m. TR classes beginning between 1:00-1:50 p.m.  
2:30-4:30 p.m. TR classes beginning between 3:00-3:50 p.m.  
4:45-6:45 p.m. R classes beginning between 4:00-6:25 p.m.  
7:00-9:00 p.m. R classes beginning 6:30 p.m. or later

### Friday, May 13, 2016

7:45-9:45 a.m. F only classes beginning between 8:00-9:55 a.m.  
10:00-12 Noon F only classes beginning between 10:00-11:55 a.m.  
12:15-2:15 p.m. F only classes beginning between 12:00-1:55 p.m.  
2:30-4:30 p.m. F only classes beginning between 2:00-3:55 p.m.  
4:45-6:45 p.m. F only classes beginning between 4:00 p.m. or later

### Saturday, May 14, 2016

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

### Sunday, May 15, 2016

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

### Monday, May 16, 2016

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

**FINAL GRADES DUE IN WINS BY TUESDAY, MAY 17 - 4:00 PM**