

EXAMINATION SCHEDULE

FALL TERM 2009

All instructional staff are expected to meet with their on-campus and off-campus classes at the times scheduled for the final examination period. The final examination period may be used to administer course examination or as a regular period of instruction. Exception to meeting classes during the examination period requires specific written approval in advance from the college dean.

Courses meeting four or five periods a week, i.e. MTWRF at 7:45 or a combination of the MWF vs TR, pattern may use either the MWF or TR period for the exam, whichever is most convenient for all concerned. Examinations in off-campus evening classes are scheduled for the regular class meeting time that falls during the examination week that begins Thursday, December 14.

FINAL EXAMINATION POLICY

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.

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 wants to reschedule the excessive examination(s) will try to make arrangements with the instructors involved. If this is unworkable, the student must notify the Registrar by Friday, October 23. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by Monday, November 30.

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

Monday, December 14, 2009

7:45-9:45 a.m.	MWF classes beginning between 8:50-9:40 a.m.
10:00-12 Noon	MWF classes beginning between 11:00-11:50 a.m.
1:00-3:00 p.m.	MWF classes beginning between 2:15-3:05 p.m.
3:15-5:15 p.m.	MWF classes beginning between 12:05-12:55 p.m.
6:00-8:00 p.m.	Monday evening only classes beginning 5:45 p.m. or later

Tuesday, December 15, 2009

7:45-9:45 a.m.	TR classes beginning between 7:45-8:35 a.m.
10:00-12 Noon	TR classes beginning between 8:50-9:40 a.m.
1:00-3:00 p.m.	TR classes beginning between 1:10-2:00 p.m.
3:15-5:15 p.m.	TR classes beginning between 11:00-11:50 a.m.
6:00-8:00 p.m.	Tuesday evening classes beginning 5:45 p.m. or later

Wednesday, December 16, 2009

7:45-9:45 a.m.	MWF classes beginning between 7:45-8:35 a.m.
10:00-12 Noon	MWF classes beginning between 9:55-10:45 a.m.
1:00-3:00 p.m.	MWF classes beginning between 1:10-2:00 p.m.
3:15-5:15 p.m.	MWF classes beginning between 3:20-4:35 p.m.
6:00-8:00 p.m.	Wednesday evening classes beginning 5:45 p.m. or later

Thursday, December 17, 2009

7:45-9:45 a.m.	TR classes beginning between 9:55-10:45 a.m.
10:00-12 Noon	TR classes beginning between 2:15-3:05 p.m.
1:00-3:00 p.m.	TR classes beginning between 12:05-12:55 p.m.
3:15-5:15 p.m.	TR classes beginning between 3:45-4:45 p.m.
6:00-8:00 p.m.	Thursday evening classes beginning 5:45 p.m. or later

Friday, December 18, 2009

7:45-9:45 a.m.	MWF classes beginning between 4:25-6:00 p.m.
10:00-12 Noon	TR classes beginning between 4:25-6:00 p.m.
1:00-3:00 p.m.	(Special session exams for on-campus students not covered by regular exam schedule.)
3:15-5:15 p.m.	

Monday, December 21, 2009

7:45-9:45 a.m.	
10:00-12 Noon	Special makeup exams
1:00-3:00 p.m.	if authorized by instructor
3:15-5:15 p.m.	

FINAL GRADES DUE IN WINS BY TUESDAY, DECEMBER 22 - 4:00 p.m.