EXAMINATION SCHEDULE
FALL TERM 2012

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 13.

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 the student and instructors are unable to reach mutual agreement about alternate arrangements, the student must notify the Registrar by Friday, October 19. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by Monday, November 26.

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

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**EXAMINATION SCHEDULE**

**THURSDAY, DECEMBER 13, 2012**
- 7:45-4:00 p.m. - Study Day
- 4:00-6:00 p.m. - TR classes beginning between 3:45-5:00 p.m.
- 6:15-8:15 p.m. - Thursday evening classes beginning 5:05 p.m. or later

**FRIDAY, DECEMBER 14, 2012**
- 7:45-9:45 a.m. - MWF classes beginning between 8:50-9:50 a.m.
- 10:00-12 Noon - MWF classes beginning between 11:00-12:00 p.m.
- 1:00-3:00 p.m. - MWF classes beginning between 12:05-1:05 p.m.
- 3:15-5:15 p.m. - MWF classes beginning between 2:15-3:15 p.m.

**MONDAY, DECEMBER 17, 2012**
- 7:45-9:45 a.m. - MWF classes beginning between 7:45-8:45 a.m.
- 10:00-12 Noon - MWF classes beginning between 9:55-10:55 a.m.
- 1:00-3:00 p.m. - MWF classes beginning between 1:10-2:10 p.m.
- 3:15-5:15 p.m. - MWF classes beginning between 3:20-4:20 p.m.
- 6:00-8:00 p.m. - Monday evening classes beginning 4:25 p.m. or later

**TUESDAY, DECEMBER 18, 2012**
- 7:45-9:45 a.m. - TR classes beginning between 9:30-10:55 a.m.
- 10:00-12 Noon - TR classes beginning between 11:00-12:25 p.m.
- 1:00-3:00 p.m. - TR classes beginning between 12:30-1:55 p.m.
- 3:15-5:15 p.m. - TR classes beginning between 2:00-3:25 p.m.
- 6:00-8:00 p.m. - Tuesday evening classes beginning 3:30 p.m. or later

**WEDNESDAY, DECEMBER 19, 2012**
- 7:45-9:45 a.m. - TR classes beginning between 8:00-9:25 a.m.
- 10:00-12 Noon - Exam time available for make-up exams or for those classes offered at non-standard class times not covered by the exam schedule
- 3:15-5:15 p.m. - TR classes beginning between 10:30-12:30 p.m.
- 6:00-8:00 p.m. - Wednesday evening classes beginning 4:25 p.m. or later

**THURSDAY, DECEMBER 20, 2012**
- 7:45-9:45 a.m. - *Exam times available for those classes offered at non-standard class times not covered by the exam schedule.
- 10:00-12 Noon
- 1:00-3:00 p.m.
- 3:15-5:15 p.m.

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- 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. MTWRF, 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 exam 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 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 exam times.

**FINAL GRADES DUE IN WINS BY FRIDAY, DECEMBER 21 - 4:00 p.m.**