

FINAL EXAM SCHEDULE

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

The general schedule will be available via PDF around the beginning of the given term. Due to the amount of department requested changes, the specific final exam schedule in WINS will not be available to view until after the tenth day of classes for the term.

No student shall be required to take more than two comprehensive final exams on the same day. Any student with more than two comprehensive final exams scheduled on the same day who want to reschedule the excessive exam(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 Chair of Department by end of week 7. The Chair of the Department shall arrange times as necessary with instructors involved and shall notify the student of the arrangements by end of week 11. This policy covers only comprehensive final exams given during the final exam times. Common exams cannot be rescheduled.

- Final exams for web-based and arranged classes are to be held during final exam week at the discretion of the instructor.
- Final exams for off-campus classes are to be held at the regular class meeting time that falls during the final exam week.
- Classes offered at times not listed below do not have designated final exam times. Instructors are to make arrangements by the end of week 11 to administer these exams during the standard final exam times*.
- Instructors needing an alternative time or location, different than the one assigned, must work with their department associate to request an alternative.

Monday

7:45-9:45 am	MW, MWR, MWF, MTWR, MF or WF classes beginning between 7:00-8:50 am
10:00-12 Noon	MW, MWR, MWF, MTWR, MF or WF classes beginning between 10:00-10:50 am
12:15-2:15 pm	MW, MWR, MWF, MTWR, MF or WF classes beginning between 12:00-12:50 pm
2:30-4:30 pm	MW, MWR, MWF, MTWR, MF or WF classes beginning between 2:00-2:50 pm
4:45-6:45 pm	M, MW, MWR, MWF, MTWR or MF classes beginning between 4:00-6:25 pm
7:00-9:00 pm	M, MW, MWR, MWF, MTWR or MF classes beginning 6:30 pm or later

Tuesday

7:45-9:45 am	TR, MTR, MTWRF or TWR classes beginning between 7:00-8:50 am
10:00-12 Noon	TR, MTR, MTWRF or TWR classes beginning between 10:00-10:50 am
12:15-2:15 pm	TR, MTR, MTWRF or TWR classes beginning between 12:00-12:50 pm
2:30-4:30 pm	TR, MTR, MTWRF or TWR classes beginning between 2:00-2:50 pm
4:45-6:45 pm	T, TR, MTR or MTWRF classes beginning between 4:00-6:25 pm
7:00-9:00 pm	T, TR, MTR or MTWRF classes beginning 6:30 pm or later and Common Exam 1

Wednesday

7:45-9:45 am	MW, MWR, MWF, MTWR, MF or WF classes beginning between 9:00-9:50 am
10:00-12 Noon	MW, MWR, MWF, MTWR, MF or WF classes beginning between 11:00-11:50 am
12:15-2:15 pm	MW, MWR, MWF, MTWR, MF or WF classes beginning between 1:00-1:50 pm
2:30-4:30 pm	MW, MWR, MWF, MTWR, MF or WF classes beginning between 3:00-3:50 pm
4:45-6:45 pm	W or WF classes beginning between 4:00-6:25 pm
7:00-9:00 pm	W or WF classes beginning 6:30 pm or later

Thursday

7:45-9:45 am	TR, MTR, MTWRF or TWR classes beginning between 9:00-9:50 am
10:00-12 Noon	TR, MTR, MTWRF or TWR classes beginning between 11:00-11:50 am
12:15-2:15 pm	TR, MTR, MTWRF or TWR classes beginning between 1:00-1:50 pm
2:30-4:30 pm	TR, MTR, MTWRF or TWR classes beginning between 3:00-3:50 pm
4:45-6:45 pm	R or TWR classes beginning between 4:00-6:25 pm
7:00-9:00 pm	R or TWR classes beginning 6:30 pm or later and Common Exam 2

Friday*

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

*Friday will also include courses offered at a non-standard start time and special makeup exams for on-campus students if authorized by instructor.

Saturday

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

Sunday

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

NEW STUDENT SEMINAR

Monday

7:45-8:45 am M classes beginning between 8:00-8:50 am
8:45-9:45 am W classes beginning between 8:00-8:50 am
10:00-11:00 am M classes beginning between 10:00-10:50 am
11:00-12 Noon W classes beginning between 10:00-10:50 am
12:15-1:15 pm M classes beginning between 12:00-12:50 pm
1:15-2:15 pm W classes beginning between 12:00-12:50 pm
2:30-3:30 pm M classes beginning between 2:00-2:50 pm
3:30-4:30 pm W classes beginning between 2:00-2:50 pm
4:45-5:45 pm M classes beginning between 4:00-4:50 pm
5:45-6:45 pm W classes beginning between 4:00-4:50 pm
7:00-8:00 pm M classes beginning between 6:00-6:50 pm
8:00-9:00 pm W classes beginning between 6:00-6:50 pm

Tuesday

7:45-8:45 am T classes beginning between 8:00-8:50 am
8:45-9:45 am R classes beginning between 8:00-8:50 am
10:00-11:00 am T classes beginning between 10:00-10:50 am
11:00-12 Noon R classes beginning between 10:00-10:50 am
12:15-1:15 pm T classes beginning between 12:00-12:50 pm
1:15-2:15 pm R classes beginning between 12:00-12:50 pm
2:30-3:30 pm T classes beginning between 2:00-2:50 pm
3:30-4:30 pm R classes beginning between 2:00-2:50 pm
4:45-5:45 pm T classes beginning between 4:00-4:50 pm
5:45-6:45 pm R classes beginning between 4:00-4:50 pm
7:00-8:00 pm T classes beginning between 6:00-6:50 pm
8:00-9:00 pm R classes beginning between 6:00-6:50 pm

Wednesday

7:45-8:45 am M classes beginning between 9:00-9:50 am
8:45-9:45 am W classes beginning between 9:00-9:50 am
10:00-11:00 am M classes beginning between 11:00-11:50 am
11:00-12 Noon W classes beginning between 11:00-11:50 am
12:15-1:15 pm M classes beginning between 1:00-1:50 pm
1:15-2:15 pm W classes beginning between 1:00-1:50 pm
2:30-3:30 pm M classes beginning between 3:00-3:50 pm
3:30-4:30 pm W classes beginning between 3:00-3:50 pm
4:45-5:45 pm M classes beginning between 5:00-5:50 pm
5:45-6:45 pm W classes beginning between 5:00-5:50 pm

Thursday

7:45-8:45 am T classes beginning between 9:00-9:50 am
8:45-9:45 am R classes beginning between 9:00-9:50 am
10:00-11:00 am T classes beginning between 11:00-11:50 am
11:00-12 Noon R classes beginning between 11:00-11:50 am
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3:30-4:30 pm R classes beginning between 3:00-3:50 pm
4:45-5:45 pm T classes beginning between 5:00-5:50 pm
5:45-6:45 pm R classes beginning between 5:00-5:50 pm

Friday*

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11:00-12 Noon F classes beginning between 11:00-11:50 am
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4:45-5:45 pm F classes beginning between 4:00-4:50 pm
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7:00-8:00 pm F classes beginning between 6:00-6:50 pm

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