

FINAL EXAM SCHEDULE

All instructional staff of on- and off-campus classes are expected to meet during their scheduled final exam period. All comprehensive final exams shall be administered at the prescribed time during the final exam period. For those classes where there is no final exam, the time prescribed during the final exam period shall be used as a regular class meeting. Exception to meeting classes during the exam period 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 period. Common exams cannot be reschedule.

- Final exams for web-based classes are scheduled during finals week at the discretion of the instructor.
- Classes scheduled MW, MWR, MF, or WF are to follow the MWF exam times unless otherwise stated.
- Exams for off-campus evening classes are scheduled for the regular class meeting time that falls during the exam week.
- Classes offered at non-standard class times do not have designated final exam periods. Instructors are to make arrangements to administer exams during the non-standard exam times indicated below.

Monday

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

Tuesday

7:45-9:45 a.m. TR or MTR or MTWRF classes beginning between 8:00-8:50 a.m.
10:00-12 Noon TR or MTR or MTWRF classes beginning between 10:00-10:50 a.m.
12:15-2:15 p.m. TR or MTR or MTWRF classes beginning between 12:00-12:50 p.m.
2:30-4:30 p.m. TR or MTR or MTWRF classes beginning between 2:00-2:50 p.m.
4:45-6:45 p.m. T or TR or MTR or MTWRF classes beginning between 4:00-6:25 p.m.
7:00-9:00 p.m. T or TR or MTR or MTWRF classes beginning 6:30 p.m. or later and Common Exam 1

Wednesday

7:45-9:45 a.m. MWF or MW or MTWR classes beginning between 9:00-9:50 a.m.
10:00-12 Noon MWF or MW or MTWR classes beginning between 11:00-11:50 a.m.
12:15-2:15 p.m. MWF or MW or MTWR classes beginning between 1:00-1:50 p.m.
2:30-4:30 p.m. MWF or MW or MTWR 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

7:45-9:45 a.m. TR or MTR or MTWRF classes beginning between 9:00-9:50 a.m.
10:00-12 Noon TR or MTR or MTWRF classes beginning between 11:00-11:50 a.m.
12:15-2:15 p.m. TR or MTR or MTWRF classes beginning between 1:00-1:50 p.m.
2:30-4:30 p.m. TR or MTR or MTWRF 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 and Common Exam 2

Friday*

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

*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.