

Section 7: Final Exams, Grades & Transcripts

FINAL EXAM POLICIES

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled.

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three exams in one day, you may request adjustment with your academic department and with your instructor. Such a request must be presented at least ***two weeks before*** the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time.

There shall be no variations from the University final examination schedule. This prohibition precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class. All department requests for adjustment of final examination hours should be made to the Senior Vice Chancellor for Academic and Student Affairs by **November 1** to permit orderly consideration of hardships.

Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.

Each department shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.

How to read times for classes and exams

The class schedule and the final examination schedule in this publication both use the military time format to list class meeting time or final examination times. The military time format is quite easy to understand if you will remember the following:

1. All **a.m.** (morning) times are shown as 0100 to 1200. An 8:00 a.m. class, for example, is shown as meeting between 0800 and 0850.
2. All **p.m.** (afternoon and evening) times are shown as 1200 to 2359. A 2:00 p.m. class, for example, is shown as meeting between 1400 and 1450. A 7:00 p.m. class would be shown as starting at 1900.

Fall Semester 2009 Final Exam Schedule

All one and two credit course exams will be given during the final week of class during the regular class hours.

All other examinations will be as indicated below. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

Exam Time	Monday December 14	Tuesday December 15	Wednesday December 16	Thursday December 17
0800 – 8 a.m.	0800 TTh	0800 MWF	0900 TTh	1200 TTh
1000 – 10 a.m.	0900 MWF	1100 MWF	1300 MWF	1300 TTh
1200 – 12:00 p.m.	1100 TTh	1000 TTh	1200 MWF	1500 TTh
1400 – 2 p.m.	1000 MWF	1400 MWF	1400 TTh	Make-Up
1600 – 4 p.m.	1600 TTh 1700 TTh	1600 MWF 1700 MWF	1500 MWF	
1800 – 6 p.m.	1800 M	1800 TTh	1800 W	

The final examination schedule is based on the class meeting time; specifically, the **first** hour of the **first** day of the week of the first **lecture** period.

Example: An 1100 Monday, Tuesday, Wednesday, Friday class must test at 10:00 a.m. on Tuesday, December 15, 2009. Or, a class meeting at 0800 Tuesday, Thursday must test at 8:00 a.m. on Monday, December 14, 2009.

Deadline for submitting final grades is 5:00 p.m. on Tuesday, December 22, 2009.