

SPRING SEMESTER 2012

FINAL EXAMS INSTRUCTIONS

**GRADES DUE IN RECORDS OFFICE
JUNE 1, 2012 AT 11:00 PM**

The first hour and the first day of the week that day classes meet determine placement of the class in Group I or II. In determining the examination time for lecture-laboratory and lecture-discussion courses, the lecture period determines the time. If the instructors involved desire to give final laboratory or discussion section examinations, the examination should be given during the last such class meeting of the semester. Lecture examinations must be given at the times indicated in the schedule and for a two-hour period. For a stand-alone laboratory course (i.e., a course with its own Course Registration Number [CRN]), a two-hour final examination must be given during final examination week. The first hour and the day of the week that laboratory class meets determine the placement of the class in Group I or II.

Final examinations or culminating activities are to be held in every class, including physical education activities, except those previously waived by specific approval of the Vice President of Academic Services. Similarly, no changes or early class finals are permitted in the final examination schedule without specific approval. Students should contact the Vice President of Academic Services on problems involving the class schedule for final examinations.

Fast Track classes hold final examinations during the last two hours of the last class meeting.

Day classes (classes beginning before 4:00pm) include the following combinations as listed in the Class Schedule:

GROUP I: Daily, MTWTh, MTWF, MWThF, MTThF, MWF, MT, MW, MTh, MF, WF, M

GROUP II: TWTh, TW, TTh, TF, ThF, WTh, T, TWThF, MTTh, TThF

GROUP III: Classes beginning before 7:30am or classes scheduled "by arrangement," and classes meeting only W, Th, or F

EXAMINATION HOURS	SATURDAY May 19	MONDAY MAY 21	TUESDAY MAY 22	WEDNESDAY MAY 23	THURSDAY MAY 24	FRIDAY MAY 25
7:30-9:20am	Saturday classes meet for final exams in their regular rooms at their regular times. Final exams are scheduled for two hours.	Group I 8:30, 9am classes	Group II 7:30, 8am classes	Group I 7:30, 8am classes	Group II 8:30, 9am classes	Group III 6:45, 7:00, 7:30, 8:00, 8:30, 9am classes
9:30-11:20am		Group I 10:30, 11am classes	Group II 9:30, 10am classes	Group I 9:30, 10am classes	Group II 10:30, 11am classes	Group III 9:30, 10:00, 10:30, 11am classes
11:30-1:20pm		Group I 12:30, 1pm classes	Group II 11:30, 12noon classes	Group I 11:30, 12noon classes	Group II 12:30, 1pm classes	Group III 11:30am, 12noon, 12:30, 1pm classes
1:30-3:20pm		Group I 2:30, 3pm classes	Group II 1:30, 2pm classes	Group I 1:30, 2pm classes	Group II 2:30, 3pm	Group III 1:30, 2, 2:30, 3pm classes
3:30-5:20pm				Group I 3:30 classes	Group II 3:30 classes	Group III 3:30 and all classes by Arr.

LATE AFTERNOON, EVENING, SATURDAY, AND EXTENSION

SCHEDULED CLASS DAYS	SATURDAY MAY 19	MONDAY MAY 21	TUESDAY MAY 22	WEDNESDAY MAY 23	THURSDAY MAY 24	FRIDAY MAY 25
Mon/Wed & Monday only		Final Exam Day*				
Tues/Thurs & Tuesday only			Final Exam Day*			
Wednesday only				Final Exam Day*		
Thursday only					Final Exam Day*	
Friday only						Final Exam Day*
Saturday only	Final Exam Day*					

All late afternoon, evening, and extension classes meet in their REGULAR MEETING ROOMS for exams as follows: Classes beginning at 4:00pm or after and ending by 7:30pm will hold finals at 5:30-7:20pm. Classes beginning after 6:30pm will hold finals at 7:30-9:20pm. Saturday classes will meet at their REGULAR MEETING ROOMS AND TIMES for exams.

ALL EXAMS ARE SCHEDULED FOR TWO HOURS.