

FALL SEMESTER 2016

FINAL EXAMS INSTRUCTIONS

INSTRUCTORS: GRADES DUE
JAN 2, 2017
 by 11:00pm on CLASS-Web

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, 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," or classes meeting W, Th, or F

EXAMINATION HOURS	WEDNESDAY DEC 14	THURSDAY DEC 15	FRIDAY DEC 16	SATURDAY DEC 17	MONDAY DEC 19	TUESDAY DEC 20
7:30-9:20am	Group I 8:30, 9am classes	Group II 8:30, 9am classes	Group III 6:45, 7am, 7:30, 8am, 8:30, 9am classes	All Saturday classes hold finals in their regular rooms at the regular class time.	Group I 7:30, 8am classes	Group II 7:30, 8am classes
9:30-11:20am	Group I 10:30, 11am classes	Group II 10:30, 11am classes	Group III 9:30, 10am, 10:30, 11am classes		Group I 9:30, 10am classes	Group II 9:30, 10am classes
11:30-1:20pm	Group I 12:30, 1pm classes	Group II 12:30, 1pm classes	Group III 11:30am, 12noon, 12:30, 1pm classes		Group I 11:30, 12noon classes	Group II 11:30, 12noon classes
1:30-3:20pm	Group I 2:30, 3pm classes	Group II 2:30, 3pm classes	Group III 1:30, 2pm, 2:30, 3pm classes		Group I 1:30, 2pm classes	Group II 1:30, 2pm classes
3:30-5:20pm		Group II 3:30 classes	Group III 3:30 and all classes By Arr.		Group I 3:30 classes	

LATE AFTERNOON, EVENING, SATURDAY, AND EXTENSION

SCHEDULED CLASS DAYS	WEDNESDAY DEC 14	THURSDAY DEC 15	FRIDAY DEC 16	SATURDAY DEC 17	MONDAY DEC 19	TUESDAY DEC 20
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

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