

TO: All Faculty, Staff, and Students
 FROM: Rodney E. Miller, Dean of Records
 DATE: May 3, 2019
 RE: Fall 2019 Final Examination Schedule

Below you will find the final examination schedule for the fall semester. It implements a time schedule and placement of an examination based on the time the class meets during the semester. Locate the time of your class in the grid below. The date of the exam is listed above and the time of the exam is listed to the left. For example, classes that meet from 3:00-3:50 pm MWF will have their examination from 8:00–10:00 am on Thursday, December 19, 2019. In no case should a student plan to leave campus prior to the end of his/her last examination. Students are required to take their final examinations at the scheduled times. The Vice President of Academic Affairs has directed faculty members to consider granting exceptions **only** if:

- 1) an instructor has a course with more than one section, and it is convenient for a student and instructor to take the final examination at the time scheduled for a section of that course other than their own. Please make these arrangements directly with the instructor.
- 2) a student has three examinations in a row on the same day. Students must visit the Office of Records at least one week before exams begin to make arrangements for an alternate time for one of their exams.
- 3) a student is seriously ill, has a death in the family, or has car trouble,
- 4) a student is participating in a college-sponsored event

In case of (1) or (2) above, a student will take his/her examination during the regular examination schedule (Monday-Thursday). In case of (3) a student may have to postpone his/her examination until a time later than the regular examination schedule, until which time a grade of **Incomplete** will be recorded. In case of (4) a college sponsored event, students must appeal for an exception from the Vice President of Academic Affairs. Should an exception be granted, the Office of Records will manage the administration of examinations for affected students in cooperation with affected faculty.

An examination will be held in their usual classroom unless otherwise designated by the instructor. Classes which meet during two of the time periods may elect either exam period, at the discretion of the instructor. Classes which meet at times not listed may arrange an exam time suitable to the instructor and students during the time slots noted below. Check with the Office of Records to confirm that a room is available at that time.

Examination Date & Time	MONDAY 12/16/19	TUESDAY 12/17/19	WEDNESDAY 12/18/19	THURSDAY 12/19/19
8:00-10:00 am	1:00-2:15 TR	8:00-9:15 am TR	8:00-8:50 am MWF	3:00-3:50 MWF
10:30-12:30 pm	10:00-10:50 MWF	9:30-10:45 TR	9:00-9:50 MWF	12:00-12:50 TR
2:00-4:00 pm	11:45-12:35 MWF	1:00-1:50 MWF	2:30-3:45 TR	2:00-2:50 MWF
4:30-6:30 pm	Monday evening classes	4:00-5:15 TR, Tuesday and Thursday evening classes	4:00-4:50 MWF, Wednesday evening classes	