

# Final Exam Schedule – Fall 2023

<b>Class Time</b>	<b>Friday Dec 15, 2023</b>	<b>Monday Dec 18, 2023</b>	<b>Tuesday Dec 19, 2023</b>	<b>Wednesday Dec 20, 2023</b>	<b>Thursday Dec 21, 2023</b>
<b>7:30 a.m.- 9:30 a.m.</b>	<b>F 8:00 a.m.</b>	<b>MW+ 8:00 a.m.</b>	<b>T/TH 8:00 a.m.</b>	<b>MW+ 9:00 a.m.</b>	<b>T/Th 9:00 a.m.</b>
<b>9:40 a.m.- 11:40 a.m.</b>	<b>F 9:00 a.m.</b>	<b>MW+ 10:00 a.m.</b>	<b>T/TH 10:00 a.m.</b>	<b>MW+ 11:00 a.m.</b>	<b>T/Th 11:00 a.m. &amp; MAKE-UP SESSION</b>
<b>11:50 a.m.- 1:50 p.m.</b>	<b>F 12:00 pm and 1 p.m.</b>	<b>MW+ Noon</b>	<b>T/TH noon</b>	<b>MW+ 1:00 p.m.</b>	<b>T/TH 1 p.m. &amp; MAKE-UP SESSION</b>
<b>2:00 p.m.- 4:00 p.m.</b>	<b>MAKE-UP SESSION</b>	<b>MW+ 2:00 p.m.</b>	<b>T/TH 2:00 p.m.</b>	<b>MW+ 3:00 p.m.</b>	<b>T/TH 3 p.m. &amp; MAKE-UP SESSION</b>
<b>4:10 p.m.- 6:10 p.m.</b>		<b>MW+ 4:00 p.m.</b>	<b>T/TH 4:00 p.m.</b>	<b>MAKE-UP SESSION</b>	<b>GRADING</b>
<b>6:10 p.m. - 9:00 p.m.</b>		<b>Evening classes for MW+</b>	<b>Evening classes for T/Th</b>	<b>Evening classes for W only</b>	<b>GRADING</b>

“MW +” courses include those that meet on M, MW, MWF, MTWTh, MWRTh, MTWThF, MWH, or MTTh

“T/Th” courses include those that meet on T, Th, TTh, TWTh, TWF, or TWThF.”

“F” courses that meet on Friday only

# Final Exam Schedule – Spring 2024

	Monday May 6, 2022	Tuesday May 7, 2023	Wednesday May 8, 2023	Thursday May 9, 2023	Friday May 10, 2023
7:30 a.m.- 9:30 a.m.	MW + 9:00 a.m.	T/Th 9:00 a.m.	MW + 8:00 a.m.	T/Th 8:00 a.m.	<b>F only 8:00 a.m.</b>
9:40 a.m.- 11:40 a.m.	MW + 11:00 a.m.	T/Th 11:00 a.m.	MW + 10:00 a.m.	T/Th 10:00 a.m.	<b>F 10:00 a.m. &amp; MAKE-UP SESSION</b>
11:50 a.m.- 1:50 p.m.	MW + 1:00 p.m.	T/Th 1:00 p.m.	MW + Noon.	T/Th Noon	<b>MAKE-UP SESSION</b>
2:00 p.m.- 4:00 p.m.	MW + 3:00 p.m.	T/Th 3:00 p.m.	MW + 2:00 p.m.	T/Th 2:00 p.m.	<b>Grading</b>
4:10 p.m.- 6:10 p.m.	MW+ 4:00 p.m.	T/TH 4:00 p.m.	<b>MAKE-UP SESSION</b>	<b>MAKE-UP SESSION</b>	
6:10 p.m. - 9:00 p.m.	<b>Evening classes for M/W+</b>	<b>Evening classes for T only</b>	<b>Evening classes for W only</b>	<b>Evening classes for Th only</b>	

“MW +” courses include those that meet on M, MW, MWF, MTWTh, MWRTh, MTWThF, MWH, or MTTh

“T/Th” courses include those that meet on T, Th, TTh, TWTh, TWF, or TWThF.”

“F” courses that meet on Friday only

- All classes must meet for a final at the finals times as noted above and will meet in the classroom where the course was scheduled during the semester. **No early finals may be given without permission of the dean.**
- If a student has three or more exams scheduled on the same day, they can reschedule with an instructor. If an individual student has more than one exam scheduled during the same time period, an exam must be rescheduled with that student.
- Evening courses that begin at 5:00 p.m. or after will have their finals in the same classroom following the above finals schedule.
- Make-up sessions are left open at times in the schedule for classes that do not fall into the Finals Week Schedule. **Make-up sessions can be scheduled only with prior approval from the dean as classrooms will need to be reserved.**
- Courses that begin before 8:00 a.m. and on Saturday or Sunday will have their finals at their regular times **during** finals week or during a Make-up Session.
- If a course only meets on Fridays at times other than 8 a.m. that course will have the final on the last day during the make-up session time listed in the schedule.
- Classes starting during the hour (:15 or :30) will follow the on-the-hour schedule. Course lecture times are used to make this determination based on the first class meeting of the week (not lab times, discussion times, etc.)
- MW + courses include those that meet on M, MW, MWF, MTWTh, MWRTh, MTWThF, MWH, or MTTh.
- T/Th courses include those that meet on T, Th, TTh, TWTh, TWF, or TWThF.
- Exams are scheduled in 2-hour blocks. Extended exam periods may be required for certain courses. These must be scheduled with the approval of the dean at prearranged times/days/locations.
- Day 5 of finals week will be used for Make-up Sessions, grading and commencement and is a contractual duty day. Grades are due to the registrar at 8:00 a.m. of the second workday following Day 5 of finals week.

## Other Related Items

- Online classes shall administer finals during finals week.
- If the class is offered in a 4 wk, 8 wk, or 12 wk format, the final is given on the last scheduled meeting of the class UNLESS it ends at the same time as the regular semester (it then follows the Finals Week Schedule).
- The finals schedule will rotate from semester to semester to ensure that times/dates are equitable for faculty.
- The Finals Week Schedule will be distributed from the office of the Vice President of Academic Affairs a minimum of one semester prior to implementation.