

# FINAL EXAMINATION SCHEDULE

2019 SUMMER TERM - SESSION A

| REGULAR CLASSES        |         |            |                |
|------------------------|---------|------------|----------------|
| SCHEDULED CLASS PERIOD | CLASSES | EXAM DATE  | EXAM TIME      |
| 7:30 - 8:30            | CLASSES | W July 24  | 7:00 - 9:00 PM |
| 8:40 - 9:40            | CLASSES | W July 24  | 4:00 - 6:00 PM |
| 9:50 - 10:50           | CLASSES | Th July 25 | 1:30 - 3:30 PM |
| 11:00 - 12:00          | CLASSES | Th July 25 | 4:00 - 6:00 PM |
| 12:10 - 1:10           | CLASSES | Th July 25 | 7:00 - 9:00 PM |
| 1:20 - 2:20            | CLASSES | Th July 25 | 10:00 - NOON   |
| 2:30 - 3:30            | CLASSES | W July 24  | 7:30 - 9:30 AM |
| 3:30 - 4:30            | CLASSES | W July 24  | 1:30 - 3:30 PM |

| GROUP EXAMINATIONS |               |            |                |
|--------------------|---------------|------------|----------------|
| COURSE             | COURSE NUMBER | EXAM DATE  | EXAM TIME      |
| ENGLISH            | 1001    1002  | W July 24  | 10:00 - NOON   |
|                    | 1004    1005  |            |                |
| SPANISH            | 1101    1102  | Th July 25 | 7:30 - 9:30 AM |
|                    | 2101    2102  |            |                |

## ***SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES***

All regular classes will be discontinued after 10:00 p.m., Monday, July 22. University regulations require that final examinations be held. Where final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department head, dean, or director, and the Office of Academic Affairs. Final examinations *must be given during the published dates for the final examination period*. **NO MEMBER OF THE FACULTY IS AUTHORIZED TO WAIVE FINAL EXAMINATIONS EXCEPT WITH APPROVAL AS PRESCRIBED.** Classes not included in this schedule are considered irregular and the dates of their examination shall be fixed by the instructor concerned, subject to the provision that they be held no earlier than 7:30 a.m., Wednesday, July 25 and that they not conflict with this schedule. Except for night classes, classes which meet for two or more hours on the same day shall be examined at the time assigned for the first hour at which they meet. A laboratory class is to be examined on laboratory material at its last regularly scheduled period. Final examinations for Saturday classes will be given at their regularly scheduled class times on the Saturday of exam week. Classroom availability for Saturday exams must be cleared through the Office of the University Registrar. Final examinations in courses offered at night are to be given at the times shown for evening classes, regardless of any group exam times listed. However, if an evening class time is not listed on this exam schedule, instructors should clear classroom availability through the Office of the University Registrar.

Students having three or more final examinations in a **24 hour period** may request permission to take no more than two examinations on the day concerned. Requests for special arrangements will be considered only when the three or more examinations cover **more** than seven (7) hours of credit work. These requests should be made to the dean or director at the college or school in which the student is registered. The dean or director is authorized to determine which of the examinations is to be taken at a time other than originally scheduled; that decision is final. A student scheduled for examination in two subjects at the same group examination period shall report for examination in the class listed first in the above schedule; the instructor of the other class shall arrange a special examination for the student. In case of a conflict between a group examination and an examination in a class for which a group examination is not scheduled, the instructor of the class having the group examination shall arrange a special examination. So that instructors concerned may have adequate notice for rescheduling examinations, **students with schedule problems must have all arrangements completed by 4:30 on Tuesday, July 9.** Instructors will make no changes in the examination schedule without the permission of the department head and the dean of the college.

## **DEGREE CANDIDATES**

Grades for degree candidates must be filed in the Office of the University Registrar no later than 9:00 a.m., Tuesday, July 30. **GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED AS SOON AS AVAILABLE, BUT NOT LATER THAN 9:00 A.M., WEDNESDAY, JULY 31.** It is the responsibility of the department head to see that instructors meet the deadline for submitting all grades.

**Tuesday, July 23 has been set aside as a concentrated study day.** During this time, no extracurricular student activities, such as social or athletic events, will be held on- or off-campus, and there shall be no required major examination in academic courses. An exception policy is that laboratory courses may be examined on laboratory material.

**REVIEW SESSIONS MAY NOT BE HELD DURING THE PERIOD OF FINAL EXAMINATION BECAUSE OF THE CONFLICTS WITH SCHEDULED EXAMINATIONS.**

**WORKSHOPS, SEMINARS, AND CONFERENCES CANNOT BE SCHEDULED IN CLASSROOMS CONTROLLED BY THE OFFICE OF THE UNIVERSITY REGISTRAR DURING THE FINAL EXAMINATION PERIOD. THE AUDITORIUMS AND LARGE CLASSROOMS ARE ALL ASSIGNED FOR EXAMINATIONS AND ARE NOT AVAILABLE FOR OTHER OUTSIDE ACTIVITIES.**

**CONTACT THE FACILITY SERVICE CUSTOMER SERVICE DESK - 578-3186 - IF BUILDING/ROOMS ARE NOT OPEN WHEN REQUIRED.**

# FINAL EXAMINATION SCHEDULE

## 2019 SUMMER TERM - SESSION B

| REGULAR CLASSES        |                     |                 |
|------------------------|---------------------|-----------------|
| SCHEDULED CLASS PERIOD | EXAM DATE           | EXAM TIME       |
| 7:30 CLASSES           | Saturday,<br>July 6 | 7:30 - 9:30 AM  |
| 9:10 CLASSES           |                     | 10:00 - NOON    |
| 11:00 CLASSES          |                     | 12:30 - 2:30 PM |
| 12:40 CLASSES          |                     | 3:00 - 5:00 PM  |
| 2:20 CLASSES           |                     | 5:30 - 7:30 PM  |
| 4:00 CLASSES           |                     | 8:00 - 10:00 PM |

### ***SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES***

University regulations require that final examinations be held. Where final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department head, dean, or director, and the Office of Academic Affairs. **NO MEMBER OF THE FACULTY IS AUTHORIZED TO WAIVE FINAL EXAMINATIONS EXCEPT WITH APPROVAL AS PRESCRIBED.** Classes not included in this schedule are considered irregular and the dates of their examination shall be fixed by the instructor concerned. Classes which meet for two or more hours on the same day shall be examined at the time assigned for the first hour at which they meet. A laboratory class is to be examined on laboratory material at its last regularly schedule period.

### **DEGREE CANDIDATES**

Grades for degree candidates must be filed in the Office of the University Registrar no later than 9:00 a.m., Wednesday, July 10. GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED NO LATER THAN 9:00 A.M., WEDNESDAY, JULY 10. It is the responsibility of the department head to see that instructors meet the deadline for submitting all grades.

**REVIEW SESSIONS MAY NOT BE HELD DURING THE PERIOD OF FINAL EXAMINATION BECAUSE OF THE CONFLICTS WITH SCHEDULED EXAMINATIONS.**

**WORKSHOPS, SEMINARS, AND CONFERENCES CANNOT BE SCHEDULED IN CLASSROOMS CONTROLLED BY THE OFFICE OF THE UNIVERSITY REGISTRAR DURING THE FINAL EXAMINATION PERIOD. THE AUDITORIUMS AND LARGE CLASSROOMS ARE ALL ASSIGNED FOR EXAMINATIONS AND ARE NOT AVAILABLE FOR OTHER OUTSIDE ACTIVITIES.**

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