

FINAL EXAMINATION SCHEDULE

2008 Fall Semester

<u>REGULAR CLASSES</u>							<u>GROUP EXAMINATIONS</u>			
SCHEDULED CLASS PERIOD			EXAM DATE		EXAM TIME		COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME
7:30 - 8:30	M	W	F	Sat	Dec 13	7:30 - 9:30 AM	CHEMISTRY	1201	Sat Dec 13	3:00 - 5:00 PM
7:30 - 9:00	T	TH		T	Dec 9	7:30 - 9:30 AM		1202 2261	T Dec 9	3:00 - 5:00 PM
8:30 - 9:30	M	W	F	F	Dec 12	12:30 - 2:30 PM	CIVIL ENGR	2450 3400	M Dec 8	10:00 - NOON
9:00 - 10:30	T	TH		W	Dec 10	12:30 - 2:30 PM	COMPUTER SCIENCE	1200 1240 2533	W Dec 10	7:30 - 9:30 AM
9:30 - 10:30	M	W	F	Th	Dec 11	7:30 - 9:30 AM		2000	Sat Dec 13	10:00 - NOON
10:30 - 11:30	M	W	F	T	Dec 9	5:30 - 7:30 PM	ECONOMICS	2010	F Dec 12	10:00 - NOON
10:30 - 12:00	T	TH		T	Dec 9	12:30 - 2:30 PM		2030	M Dec 8	5:30 - 7:30 PM
11:30 - 12:30	M	W	F	Th	Dec 11	10:00 - NOON		2035	W Dec 10	7:30 - 9:30 AM
12:00 - 1:30	T	TH		Sat	Dec 13	12:30 - 2:30 PM		004 1002 1004 1005 2000	M Dec 8	12:30 - 2:30 PM
12:30 - 1:30	M	W	F	W	Dec 10	5:30 - 7:30 PM	ENGLISH	1001 1002 2101	Sat Dec 13	10:00 - NOON
1:30 - 2:30	M	W	F	W	Dec 10	10:00 - NOON	FRENCH	1101 1102	M Dec 8	5:30 - 7:30 PM
1:30 - 3:00	T	TH		M	Dec 8	3:00 - 5:00 PM	GERMAN	1001 1002 2101 2102	Th Dec 11	12:30 - 2:30 PM
2:30 - 3:30	M	W	F	F	Dec 12	5:30 - 7:30 PM	ITALIAN	1001 2051	T Dec 9	3:00 - 5:00 PM
3:00 - 4:30	T	TH		F	Dec 12	7:30 - 9:30 AM	LATIN	1201 1202 2203	Th Dec 11	12:30 - 2:30 PM
3:30 - 4:30	M	W	F	Th	Dec 11	3:00 - 5:00 PM	MANAGEMENT	3830	M Dec 8	12:30 - 2:30 PM
4:30 - 5:30	M	W	F	W	Dec 10	3:00 - 5:00 PM	PHYSICS	1100 2001 2002 2101 2102	Sat Dec 13	5:30 - 7:30 PM
4:30 - 6:00	T	TH		Th	Dec 11	5:30 - 7:30 PM	SPANISH	1101 1102 1152 2101 2102	T Dec 9	10:00 - NOON

<u>GROUP EXAMINATIONS</u>			
COURSE	COURSE NUMBER	EXAM DATE	EXAM TIME
BIOLOGY	1001 1201	M Dec 8	7:30 - 9:30 AM
	1002 1202	F Dec 12	3:00 - 5:00 PM
BLAW	3201	M Dec 8	10:00 - NOON

FINAL EXAMINATION SCHEDULE

2008 Fall Semester *SPECIAL INSTRUCTIONS FOR FINAL EXAMINATIONS AND REPORTING OF GRADES*

<u>EVENING CLASSES</u>		
SCHEDULED CLASS PERIOD	EXAM DATE	EXAM TIME
4:30 - 7:30 M	M DEC 8	8:00 - 10:00 PM
6:00 - 9:00 M		
6:30 - 9:30 M		
7:00 - 10:00 M		
4:30 - 7:30 T	T DEC 9	8:00 - 10:00 PM
6:00 - 9:00 T		
6:30 - 9:30 T		
7:00 - 10:00 T		
4:30 - 7:30 W	W DEC 10	8:00 - 10:00 PM
6:00 - 9:00 W		
6:30 - 9:30 W		
7:00 - 10:00 W		
4:30 - 7:30 Th	Th DEC 11	8:00 - 10:00 PM
6:00 - 9:00 Th		
6:30 - 9:30 Th		
7:00 - 10:00 Th		

All regular classes will be discontinued after 10:00 p.m., Saturday, December 6 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, subject to the proviso that they be held no earlier than 7:30 a.m., Monday, December 8 and that they not conflict with this exam 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 through Extended Learning are to be given at the times shown for evening classes, regardless of any group exam times listed. However, if your 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 Friday, November 7.** 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, December 16.

GRADES FOR ALL NON-GRADUATING STUDENTS ARE TO BE FILED AS SOON AS AVAILABLE, BUT NOT LATER THAN 9:00 A.M., WEDNESDAY, DECEMBER 17. It is the responsibility of the department head to see that instructors meet the deadlines for submitting grades.

The five-day grace period during the fall and spring semesters (Wednesday-Sunday) immediately preceding the week of final examinations will be set aside as a concentrated study period. During this time, no extracurricular student activities such as social or athletic events, will be held on- or off-campus, graded required course work (including exams, quizzes, and homework may count for a total of at most 10% of the student's grade in the course, class projects that have been scheduled and placed on the syllabus within the first two weeks of the academic semester are exempt from the 10% limit. The assumption is that work on such a project will take place throughout the semester. Laboratory courses are exempt from this policy. Any other exceptions must receive prior approval from the Office of Academic Affairs. Students should report any violations of this policy to the Office of Academic Affairs.

☞ Review sessions may not be held during the period of the 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 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.



COMMENCEMENT
FRIDAY, DECEMBER 19, 2008

