

FINAL EXAMINATION GUIDELINES

1. Each class must meet during the Final Examination Period (a.k.a. "Finals Week") unless the department chairperson has agreed in writing that such a meeting is not necessary.
2. Summer school final examinations are to be administered on the last regularly scheduled class meeting day.
3. No final examination (the last examination of the term) shall be given before the start of the designated Final Examination Period except with written permission of the department or school chairperson and the college dean.
4. Examinations administered during the designated Final Examination Period must be given on the day and at the time listed on the official Final Examination Schedule, unless written permission is obtained in advance from the director of academic systems, Office of Academic Systems.
5. Finals administered electronically, through Inquisit, are subject to items 3 and 4 above. However, these finals may additionally be offered at other times or over a range of time during the Final Examination Period. The time and day for an examination are determined by the first nonlab contact of the week listed on the course master schedule.
6. No student will be required to take more than two final examinations in one day. If a student has difficulties resolving such a conflict, the provost and vice president for academic affairs or designee shall make the necessary adjustments. Contact the provost's office at 765-285-1333 or in the administration building room 106.
7. Requests for group final examinations must be submitted to and approved by the director for academic systems, Office of Academic Systems, at least seven weeks before publication of the *Schedule of Classes*.
8. If a conflict arises between a group examination time and a regularly scheduled examination time, the regularly scheduled examination takes precedence.
9. The open time slots are reserved primarily for necessary 1-credit-hour-course final examinations, for make-up examinations, for arranged classes' examinations, and for time and day conflicts. Time and day conflicts are to be adjusted in the fall semester by the course whose department abbreviation is nearest the beginning of the alphabet and in the spring semester by the course whose department abbreviation is nearest the end of the alphabet. Other uses of these time slots must be approved by the director of academic systems, Office of Academic Systems.
10. Courses meeting fewer than 15 weeks must arrange for an early final examination or use one of the open time slots.
11. With the exception of group and open time slot examinations, all final examinations are to be administered in the room in which the course is regularly scheduled. Exceptions may be granted and conflicts resolved by the director of academic systems.
12. Examinations will begin and end promptly within the scheduled time period.

Final Examinations Schedule for Spring Semester 2012

	Monday, April 30	Tuesday, May 1	Wednesday, May 2	Thursday, May 3	Friday, May 4
7:30 to 9:30 a.m.	A1 2 cr hr course @ 8* MWF, MW, or WF 3 cr hr course @ 8 MWF 5 cr hr course @ 8	B1 OPEN	C1 2 cr hr course @ 9* 3 cr hr course @ 9 MWF 4 cr hr course @ 9	D1 OPEN	E1 2 cr hr course @ 8 TR* 3 cr hr course @ 8 TR 4 cr hr course @ 8*
9:45 to 11:45 a.m.	A2 2 cr hr course @ 11* MWF, MW, or WF 3 cr hr course @ 11 MWF 5 cr hr course @ 11	B2 2 cr hr course @ 10* 3 cr hr course @ 10 MWF 4 cr hr course @ 10* 5 cr hr course @ 10*	C2 OPEN except for BIO 100 Group Exams	D2 2 cr hr course @ 9:30 3 cr hr course @ 9:30 TR 4 cr hr course @ 9:30*	E2 2 cr hr course @ 11 TR* 3 cr hr course @ 11 TR 4 cr hr course @ 11*
noon to 2 p.m.	A3 OPEN	B3 2 cr hr course @ 12* 3 cr hr course @ 12 MWF 4 cr hr course @ 12* 5 cr hr course @ 12*	C3 OPEN except for HSC 160 Group Exams	D3 2 cr hr course @ 12:30* 2 cr hr course @ 1 TR* 3 cr hr course @ 12:30 TR 4 cr hr course @ 12:30	E3 2 cr hr course @ 1 MWF, MW, or WF 3 cr hr course @ 1 MWF 4 cr hr course @ 1*
2:15 to 4:15 p.m.	A4 2 cr hr course @ 2* MWF, MW, or WF 3 cr hr course @ 2 MWF 5 cr hr course @ 2	B4 2 cr hr course @ 3* 3 cr hr course @ 3 MWF 4 cr hr course @ 3*	C4 2 cr hr course @ 2 TR* 3 cr hr course @ 2 TR 4 cr hr course @ 2*	D4 2 cr hr course @ 4* 3 cr hr course @ 4 MWF 4 cr hr course @ 4	E4 2 cr hr course @ 3:30 TR* 3 cr hr course @ 3:30 TR 4 cr hr course @ 3:30*
4:30 to 6:30 p.m.	A5 2 cr hr course @ 5* MWF, MW, or WF 3 cr hr course @ 5 MWF 5 cr hr course @ 5	B5 OPEN except for MATHS 105, 106, and 108 Group Exams	C5 2 cr hr course @ 5 TR* 3 cr hr course @ 5 TR 4 cr hr course @ 5*	D5 OPEN	E5 OPEN
7 to 9 p.m.	A6 6:30 M or MW course 8 MW course*	B6 6:30 T or TR course 8 TR course*	C6 6:30 W course	D6 6:30 R course	E6 OPEN

**Courses that must reschedule final exam in cases where exam times conflict.*