

## Academic Regulations & Important Information

### Final Evaluation Week Policy

**Final evaluations** may be traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, field trips or other evaluative activities. Students shall be informed of the nature of the final evaluation at the beginning of the semester.

**Finals week is part of the instructional period for a course.** All courses shall have a final evaluation during finals week, with the following exceptions:

- Laboratory or activity only courses may have their final evaluations during the class's regular meeting time during the last week of class.
- Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).

**Classes with both lecture/discussion and laboratory/activity** components shall have:

- final evaluations for the lecture or discussion portion of the class during finals week, and
- final evaluations for the lab/activity portion (if applicable) during the last week of classes. This type of evaluation shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.

**In-class final evaluation** activities must occur during the final evaluation time designated for the course (not the week before).

**Out-of class final evaluation** activities such as take-home examinations, final papers must be due no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).

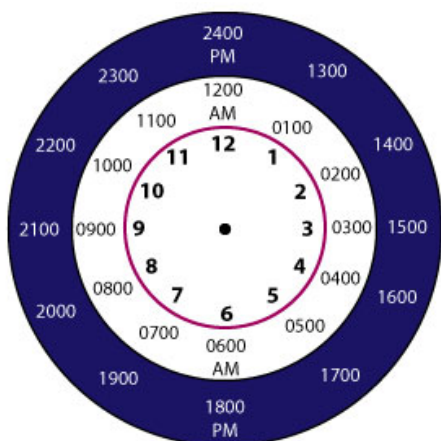
The final evaluation date and time designated for a course as published in the Registration Guide may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.

**The course syllabus shall include the date and time of the final evaluation for the class.** Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time, or place scheduled must make arrangements in advance with the instructor.

### Final Exam Schedule Time Notation - 24 Hour Clock

The hours between 0700 and 1200 are equal to the hours between 7:00 a.m. and 12:00 p.m. For example: 8:00 a.m. = 0800. The hours between 1300 and 2050 are equal to the hours between 1:00 p.m. and 8:50 p.m.

**To convert to PM-based time**, when the time is 1300 or greater subtract 1200 to get the time in p.m. For example: 1430 - 1200 = 230 or 2:30 p.m.



### Final Exam Schedule Fall 2018

If your class meets	and begins at:	the date is :	and the exam period is:
MWF	0700 or 0730	Friday DEC 14	0800-0950
MWF	0800	Wednesday DEC 12	0800-0950
MWF	0900	Monday DEC 10	0800-0950
MWF	1000	Friday DEC 14	1020-1210
MWF	1100	Wednesday DEC 12	1020-1210
MWF	1200	Monday DEC 10	1020-1210
MWF	1300	Wednesday DEC 12	1240-1430
MWF	1400	Monday DEC 10	1240-1430
MWF	1500	Wednesday DEC 12	1500-1650
MWF	1600	Friday DEC 14	1500-1650
MWF or M	1700	Monday DEC 10	1500-1650
W	1700	Wednesday DEC 12	1700-1850
MWF	1800	Monday DEC 10	1700-1850
M or MW	1800	Monday DEC 10	1700-1850
MWF	1900	Monday DEC 10	1900-2050
M or MW	1900	Monday DEC 10	1900-2050
W or WF	1900	Wednesday DEC 12	1900-2050
TR	0700 or 0730	Thursday, DEC 13	0800-0950
TR	0800	Thursday, DEC 13	0800-0950
TR	0900	Tuesday, DEC 11	0800-0950
TR	1000	Thursday, DEC 13	1020-1210
TR	1100	Tuesday, DEC 11	1020-1210
TR	1200	Thursday, DEC 13	1240-1430
TR	1300	Tuesday, DEC 11	1240-1430
TR	1400	Thursday, DEC 13	1500-1640
TR	1500	Tuesday, DEC 11	1500-1640
TR	1600	Thursday, DEC 13	1700-1850
TR or T	1700	Tuesday, DEC 11	1700-1850
R	1700	Friday DEC 14	1700-1850
TR or T	1800	Tuesday, DEC 11	1900-2050
R	1800	Friday DEC 14	1900-2050
TR or T	1900	Thursday, DEC 13	1900-2050

Day classes (starting before 1800) which either meet daily, four days a week, M-W, or W-F should follow the appropriate M-W-F schedule for the class starting time.

Day classes (starting before 1800) which meet on T or R only or on a T-R-S pattern should follow the appropriate T-R schedule for the class starting time.

Classes meeting one day per week, which do not show a specific meeting time on the above chart, must ascertain the availability of the classroom for their final to avoid potential conflicts.

**M** Monday; **T** Tuesday; **W** Wednesday; **R** Thursday; **F** Friday; **S** Saturday