

**FINAL EXAM SCHEDULE SPRING 2017**

If your class meets on:	and begins at:	Your final exam is scheduled for:	and the exam period is:
MWF	0700 or 0730	Friday, May 12	0800-0950
MWF	0800	Wednesday, May 10	0800-0950
MWF	0900	Monday, May 8	0800-0950
MWF	1000	Friday, May 12	1020-1210
MWF	1100	Wednesday, May 10	1020-1210
MWF	1200	Monday, May 8	1020-1210
MWF	1300	Wednesday, May 10	1240-1430
MWF	1400	Monday, May 8	1240-1430
MWF	1500	Wednesday, May 10	1500-1650
MWF	1600	Friday, May 12	1500-1650
MWF or M	1700	Monday, May 8	1500-1650
MWF	1800	Monday, May 8	1700-1850
MWF	1900	Monday, May 8	1900-2050
W	1700	Wednesday, May 10	1700-1850
MW or M	1800	Monday, May 8	1700-1850
MW or M	1900	Monday, May 8	1900-2050
WF or W	1900	Wednesday, May 10	1900-2050
TR	0700, 0730 or 0800	Thursday, May 11	0800-0950
TR	0900	Tuesday, May 9	0800-0950
TR	1000	Thursday, May 11	1020-1210
TR	1100	Tuesday, May 9	1020-1210
TR	1200	Thursday, May 11	1240-1430
TR	1300	Tuesday, May 9	1240-1430
TR	1400	Thursday, May 11	1500-1650
TR	1500	Tuesday, May 9	1500-1650
TR	1600	Thursday, May 11	1700-1850
TR or T	1700	Tuesday, May 9	1700-1850
TR or T	1800	Tuesday, May 9	1900-2050
TR	1900	Thursday, May 11	1900-2050
R	1700	Friday, May 12	1700-1850
R	1800	Friday, May 12	1900-2050

Day classes (starting before 1800) which either meet daily, four days a week, MW, or WF should follow the appropriate MWF schedule for the class starting time.

Day classes (starting before 1800) which meet on T or R only, or on a TRS pattern should follow the appropriate TR 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.

## FINAL EVALUATION WEEK POLICY

Finals week is part of the instructional period for a course. Consequently, student achievement shall be assessed during finals week in all courses, with the following exceptions:

- Courses involving laboratory or activity instruction only. They may have their final evaluations during the class's designated time during the last week of class.
- Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).

Classes which involve both lecture/discussion and laboratory/activity methods of instruction shall use finals week for the lecture portion of the class, and if a separate final evaluation of laboratory or activity instruction (e.g. laboratory practicum) is desired, it shall be given during the last week of class and 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.

The designated hours allotted during the final evaluation week may be used for any number of summative or evaluative activities. They include, but are not limited to, traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, or field trips. In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).

The required submission date and time for take-home examinations, final papers or other out-of-class activities must fall no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).

The final evaluation time and location 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.

Students shall be informed of the nature of the final evaluation at the beginning of the semester.

All faculty members shall remind their students of the final evaluation schedule as published in the *Registration Guide*. Faculty must include the date and times of the final evaluation for the class in the course syllabus as specified by HSU's Syllabus Policy. 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 MATRIX SPRING 2017

Examination Period	MON May 8	TUE May 9	WED May 10	THU May 11	FRI May 12
0800-0950	0900 MWF	0900 TR	0800 MWF	0700 0730 0800 TR	0700 0730 MWF
1020-1210	1200 MWF	1100 TR	1100 MWF	1000 TR	1000 MWF
1240-1430	1400 MWF	1300 TR	1300 MWF	1200 TR	
1500-1650	1700 MWF M	1500 TR	1500 MWF	1400 TR	1600 MWF
1700-1850	1800 M MW MWF	1700 TR T	1700 W	1600 TR	1700 R
1900-2050	1900 M MW MWF	1800 T TR	1900 W WF	1900 TR	1800 R