

# Academic Regulations & Important Information

## Final Evaluation Week

### 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).

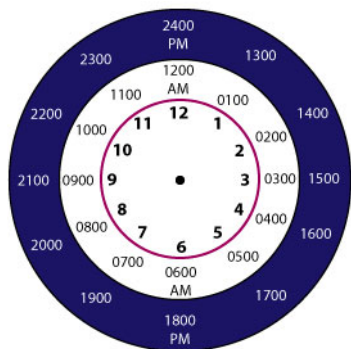
The final evaluation date and time designated for a course as published in the Registration Guide may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.

**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

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 Evaluation Schedule for Spring 2018

If your class meets:	and begins at:	the final is scheduled for:	and the time period is:
MWF	0700 or 0730	Monday, May 7	0800-0950
MWF	0800	Friday, May 11	0800-0950
MWF	0900	Wednesday, May 9	0800-0950
MWF	1000	Monday, May 7	1020-1210
MWF	1100	Wednesday, May 9	1020-1210
MWF	1200	Friday, May 11	1020-1210
MWF	1300	Monday, May 7	1240-1430
MWF	1400	Wednesday, May 9	1240-1430
MWF	1500	Friday, May 11	1500-1650
MWF or M	1600	Monday, May 7	1500-1650
MWF	1700	Wednesday, May 9	1500-1650
MW or W	1700	Wednesday, May 9	1500-1650
M	1700	Monday, May 7	1700-1850
W or WF	1800	Wednesday, May 9	1700-1850
MWF	1800 or 1900	Monday, May 7	1900-2050
M or MW	1800 or 1900	Monday, May 7	1900-2050
W or WF	1900	Wednesday, May 9	1900-2050
TR	0730 or 0800	Tuesday, May 8	0800-0950
TR	0900	Thursday, May 10	0800-0950
TR	1000	Thursday, May 10	1020-1210
TR	1100	Tuesday, May 8	1020-1210
TR	1200	Tuesday, May 8	1240-1430
TR	1300	Thursday, May 10	1240-1430
TR	1400	Thursday, May 10	1500-1650
TR	1500	Tuesday, May 8	1500-1650
TR	1600	Tuesday, May 8	1700-1850
R or TR	1700	Thursday, May 10	1700-1850
T	1700	Friday, May 11	1700-1850
T or TR	1800	Tuesday, May 8	1900-2050
R	1800	Friday, May 11	1900-2050
TR	1900	Thursday, May 10	1900-2050

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

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.

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## Final Exam Matrix for Spring 2018

Examination Period	MON May 7	TUE May 8	WED May 9	THU May 10	FRI May 11
0800-0950	0700 or 0730 MWF	0730 or 0800 TR	0900 MWF	0900 TR	0800 MWF
1020-1210	1000 MWF	1100 TR	1100 MWF	1000 TR	1200 MWF
1240-1430	1300 MWF	1200 TR	1400 MWF	1300 TR	
1500-1650	1600 MWF M	1500 TR	1700 MWF MW W	1400 TR	1500 MWF
1700-1850	1700 M	1600 TR	1800 W WF	1700 R TR	1700 T
1900-2050	1800 or 1900 M MW MWF	1800 T TR	1900 W WF	1900 TR	1800 R

## Grades

### Grades on the Web

You may view your student records online, including holds, term grades, addresses, and account information. Grades for spring semester 2018 will be available in May 2018. Grades are not sent by mail or email.

### Grading Symbols

(See [Grade Point System chart](#) for specific grade point values.)

- A** Outstanding achievement
- B** Very good, commendable achievement
- C** Satisfactory achievement
- D** Minimum performance
- F** Failure without credit
- AU** AUDIT grade does not earn academic or degree credit. This grade refers to the student's status as an auditor.
- CR** CREDIT indicates satisfactory achievement of course requirements. Does not affect GPA calculation.
- I** INCOMPLETE indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine, from the instructor, the remaining course requirements which must be satisfied to remove the Incomplete. The instructor of the course will complete an Authorized Incomplete form, available online via the Faculty/Student Center. The date

by which the course is to be completed will be stated; however, no more than one year from the time the class ended will be allowed to complete the requirements (except due to special circumstances as approved by instructor and submission of a Petition of the Student). Either the instructor will change the Incomplete to an appropriate grade or it will administratively be changed to either a letter grade of F (Failure), or other grade as indicated by the instructor, and will be included in the student's grade point average or to a grade of NC (No Credit), depending on the grade mode of the course. Go to Incomplete Contracts at [humboldt.edu/studentcenterhelp/](http://humboldt.edu/studentcenterhelp/) for instructions on how to use your Student Center to accept an Incomplete Contract.

- NC** NO CREDIT indicates unsatisfactory achievement of course requirements. This grade is not used in grade point calculation; however, some universities and many graduate and professional schools interpret an NC grade as F.
- RD** REPORT DELAYED is assigned by the Registrar and indicates that due to circumstances beyond the control of the student, a grade has not been reported to the Office of the Registrar.
- RP** REPORT IN PROGRESS is used in conjunction with thesis project and other courses where work assigned extends beyond one academic term. The RP indicates that work is in progress but that assignment of a final grade must await completion of additional work. RP is not included in the student's grade point average. Work is to be completed in one year except for master's thesis courses. Master's thesis courses with an RP grade must be completed within seven years from the end of the term in which it was assigned. If a undergraduate student does not complete the coursework within seven years, the RP grade will be administratively changed to a grade of F (Failure) and will be included in the student's grade point average or to a grade of NC (No Credit), depending on the grade mode of the course. If a graduate student does not complete the coursework within seven years, the RP grade will be administratively changed to a grade of F (Failure) and will be included in the student's grade point average or to a grade of NC (No Credit), depending on the grade mode of the course.
- W** WITHDRAWAL or an authorized drop of the class within the allowed deadline. The symbol W indicates the student was permitted to drop the course after the second week of instruction with the approval of the instructor and department chair. It carries no connotation of quality of student performance and is not used in calculating grade point average. **NOTE:** If a student withdraws completely from Humboldt, an instructor has the right to override a W with an F or NC, depending on the grade mode of the course. Effective fall 2009, students will only be permitted to withdraw from 18 semester units after the second week of instruction for a serious and compelling reason.
- WU** WITHDRAWAL UNAUTHORIZED indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of the academic performance possible. For purposes of grade point average, this symbol is equivalent to an F and is included in grade point average.
- #** Symbol following a grade indicates a remedial course. Remedial courses do not earn academic or degree credit.