

Final Exam Schedule

The matrix is a grid of predetermined exam times for those classes that meet at regular block times during the semester. The day and time of the first class meeting during the week determine the date and time for each exam. For example, a class which normally meets on MWF 10:00 am – 10:50am has been assigned an exam time of 8:00am - 11:00 am on Saturday, May 15th. Courses that meet outside the normal University block scheduling will be scheduled within the time block that best fits the schedule without creating conflicts for students. The final exam schedule will be posted on the Registrar's website.

Final "Common" Exams

Common Finals will need to be applied to all sections of a course not to individual instructors. For courses that are scheduled within the finals matrix, the timing of the final exam will be determined immediately (by the location in the matrix). For courses requesting a common final, scheduling will not be available until late mid semester. Treatment of course conflicts for common finals will follow current set of priorities (courses with large enrollments will be scheduled first).

Common Exam Finals must be approved by the chair and the dean of the college and submitted to the Registrar's office. A multiple-section course that has chosen to give a "common" final exam will be assigned to a common exam block and posted on the Registrar's website. Students who are scheduled for two common exams at the same time should check with their instructors to see which exam has priority.

Course Examination Policies

Final examinations are required for all undergraduate courses of the University unless the department chairperson and the dean of the college have granted exemptions. Final examinations may not be given at a place or time other than those, which have been specified by the Registrar's Office. There shall be no final examinations other than those administered during the final examination period. No hour examination shall be administered during the last five academic days of the semester unless the college dean has allowed exemption. Final take-home examinations may be submitted to instructors during the final examination period only. Take home examinations may be submitted only on the day and at the time that the Registrar's Office has scheduled the final examination for the course in question.

Examination Conflicts

In the event that a student has three (or more) finals scheduled on the same exam day, the student has the right to ask that a make up exam (or exams) be scheduled to reduce the number of exams in a given day to two. Under these circumstances, required courses take priority, so the student should make every effort to arrange the make-up exam for a non-required course with the respective instructor. Likewise, in the event that a student has two finals scheduled in the same exam period, the required course takes priority; the student should schedule a make-up exam for the non required conflicting course with the respective instructor. If for any reason a mutually agreeable solution between the student and the instructor cannot be achieved, the student should see his or her college dean immediately.