

## 2012-13 SPRING SEMESTER FINAL EXAMINATION SCHEDULE

The committee on Academic Standing has issued the following final examination schedule for the second semester. **College policy stipulates that neither students nor faculty members may make changes in the published examination schedule without prior approval of the Registrar.** Conflicts caused by the schedule should be resolved by discussion with the appropriate instructor.

Friday, May 10	Second Semester Classes End
Saturday, May 11	Reading Day
Sunday, May 12	Reading Day
Monday, May 13	Reading Day
Tues, May 14 to Fri, May 17	Final Exams
Friday, May 17	5:00 p.m. all work due to instructors
Saturday, May 18	Senior grades due (noon)
Tuesday, May 28	Final Grades Due from instructors (noon)

CLASS TIME	CLASS DAYS	EXAM TIME	EXAM DAY	DATE
8:00 - 8:50 or 9:50/8:30 - 9:50	MWF/MW	9:00 am	TUESDAY	MAY 14
8:00 - 8:50 or 9:50/8:30 - 9:50	T TH	2:00 pm	FRIDAY	MAY 17
9:00 - 9:50	MWF	2:00 pm	THURSDAY	MAY 16
9:00 - 9:50	T TH	2:00 pm	TUESDAY	MAY 14
10:00 - 10:50 or 11:50	MWF	9:00 am	WEDNESDAY	MAY 15
10:00 - 10:50 or 11:20 or 11:50	T TH	9:00 am	FRIDAY	MAY 17

11:00 - 11:50	MWF	9:00 am	TUESDAY	May 14
11:00 - 11:50	T TH	2:00 pm	THURSDAY	MAY 16
12:45 - 2:05	MF	9:00 am	THURSDAY	MAY 16
12:45 - 2:05	T TH	2:00 pm	TUESDAY	MAY 14
1:15 - 2:05	MWF	9:00 am	FRIDAY	MAY 17
1:15 - 2:05	T TH	9:00 am	THURSDAY	MAY 16
2:15 - 3:05 or 3:35 or 4:05	MWF/MW/WF	9:00 am	WEDNESDAY	MAY 15
2:15 - 3:05 or 3:35 or 4:05	T TH	2:00 pm	FRIDAY	MAY 17
3:15 - 4:05	MWF	9:00 am	WEDNESDAY	MAY 15
3:15 - 4:05	T TH	2:00 pm	WEDNESDAY	MAY 15
7:30 - 10:20	M	2:00 pm	WEDNESDAY	MAY 15

Examinations for students in classes meeting at "arranged" hours will be during the final exam week at the examination time assigned to the time slot during which the arranged course met. If a class meets in more than one time slot, the exam may be given in either time slot listed, at the discretion of the instructor.

All take-home exams must be submitted to the appropriate instructors by the date stipulated by the instructors, or, at the latest, by **5:00 p.m. on the final day of the exam period** (May 17). All other written work, or oral defenses of written work, required in various courses will also be due by 5:00 p.m. on May 17, but instructors may also stipulate earlier due dates for this work if they so choose.

Students who have **justifiable** reasons for submitting course work later than the deadline stipulated are expected to work out arrangements for grades of Incomplete and extensions of time with their instructors, in accordance with the procedure for doing so as set forth in the **Student Handbook**. No grade of Incomplete will be processed by the Registrar's Office if the Registrar has not granted prior approval.

Instructors will be expected to submit verification of C grades for all 2013 degree candidates by **12:00 noon on Saturday, May 18, 2013** (someone will be in the office between 9:00 am and noon). Faculty who do not report/verify senior grades will cause the student to have their diploma withheld.

Instructors will be expected to submit final grades for all students to the Registrar by **noon on Tuesday, May 28, 2013**. It is **imperative** that you plan your time accordingly because the Registrar's Office must have all grades processed and all problems solved in order to produce a low grade docket for the Committee on Academic Standing.