

2013-14 SECOND SEMESTER FINAL EXAMINATION SCHEDULE

The Committee on Academic Standing has issued the following final examination schedule for the first 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 and completion of a Change in Examination form available in the Registrar's office.

Friday, May 9 Saturday, May 10 Sunday, May 11 Monday, May 12 Tues, May 13 to Fri., May 16 Friday, May 16 Tuesday, May 27	Second Semester Classes End Reading Day Reading Day Reading Day Final Exams 5:00 p.m. all work due to instructors Final Grades Due from instructors (noon)
--	--

IF YOUR CLASS IS SCHEDULED FOR:	CLASS DAYS	YOUR EXAM TIME IS:	EXAM DAY	DATE
8:00 - 8:50 or 9:50/8:30 - 9:50	MWF/MW/WF	2:00	Wednesday	May 14
8:00 - 8:50 or 9:50/8:30 - 9:50	T TH	2:00	Wednesday	May 14
9:00 - 9:50	MWF	9:00	Tuesday	May 13
9:00 - 9:50	T TH	2:00	Friday	May 16
10:00 - 10:50 or 11:50	MWF	2:00	Thursday	May 15
10:00 - 10:50 or 11:20 or 11:50	T TH	2:00	Tuesday	May 13
11:00 - 11:50	MWF	9:00	Wednesday	May 14
11:00 - 11:50	T TH	9:00	Friday	May 16
12:45 - 2:05 or 1:15 - 2:05	MWF/MF	9:00	Tuesday	May 13
12:45 - 2:05 or 1:15 - 2:05	T TH	2:00	Tuesday	May 13
2:15 - 3:05 or 3:35 or 4:15	MWF/MW/WF	9:00	Thursday	May 15
2:15 - 3:05 or 3:35 or 4:15	T TH	9:00	Thursday	May 15
3:15 - 4:05	MWF	9:00	Wednesday	May 14
3:15 - 4:05	T TH	9:00	Friday	May 16
7:30 - 10:20	M	2:00	Thursday	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 16). 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 16, 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 final grades for all students to the Registrar by **noon on Tuesday, May 27th.** The Registrar's Office will be closed during the vacation period. 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.