**Final Exam Schedule FALL 2011**

**December 12 to 17**

**HOW TO FIND WHEN YOUR FINAL EXAM WILL BE HELD:**
1. At the top of the chart below, find the day(s) that your class is held.
2. At the left of the chart below, find the start time of your class.
3. Your exam day and time is at the intersection of the day(s) of your class and the start time of your class.
4. Check the Exceptions section below the chart to see if any of the exceptions apply to you.

**Example:**
- If your class meets Mondays only at 4:30pm, then your final exam will be held on Monday, December 12 from 5:30-7:30pm.
- If your class meets Tuesday & Thursday at 10:40am, then your final exam will be held on Thursday, Dec 15 from 10am-12pm.

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**Exceptions:**
1. All classes that meet more than twice a week (MTWTh) should follow the Mon & Wed exam schedule.
2. Final exams for short-term classes shall be administered during the final two hours of the last class period.

**NOTE:**
- Every instructor is required to give a final examination following the schedule above.
- Final exams are scheduled for two hours.
- Final exams will be held in the regularly scheduled classroom.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Any change from this schedule must be approved by the Office of Academic Affairs.
- Any questions regarding this schedule should be directed to Academic Affairs.