

**SPRING 2012 FINAL EXAMINATION SCHEDULE**

<b>EXAM HOURS</b>	<b>APR 30 Monday</b>	<b>MAY 1 Tuesday</b>	<b>MAY 2 Wednesday</b>	<b>MAY 3 Thursday</b>	<b>MAY 4 Friday</b>
<b>8:30 to 11:30 a.m.</b>	<b>Start 8:00 to 8:45 a.m. TTh</b>	<b>2:30 p.m. TTh</b>	<b>Start 12:30 or 1:00 p.m. TTh</b>	<b>11:00 a.m. MWF</b>	<b>10:00 a.m. MWF</b>
<b>1:30 to 4:30 p.m.</b>	<b>MWF 12:30 or arranged***</b>	<b>4:00 p.m. TTh</b>	<b>9:00 a.m. MWF</b>	<b>3:00 p.m. MW or MWF</b>	<b>10:00 a.m. TTh</b>
<b>6:00 to 9:00 p.m.</b>	<b>OPEN ***</b>	<b>Evening classes</b>	<b>4:00 p.m. or later MWF, MW</b>	<b>Start 8:00 to- 8:45 a.m. MWF/MW</b>	<b>1:30 p.m. MWF</b>

\*\*\***MUSIC JURIES** are also scheduled between 1:30 PM and 9:00 PM on Monday, Apr 30.

Students who are candidates for May-August graduation should arrange any required final examinations to occur **between Friday, April 27, and Monday, Apr 30**. No student will be required to take more than two exams in one day. Final semester **grades for May-August candidates will be requested on a separate grade roster, and should be submitted via Web Advisor or delivered in person to the Registrar's Office by 5:00 PM on Monday, Apr 30.**

**FINAL EXAMINATIONS** are held in the same room in which the class meets, according to the schedule (above).

No alterations may be made to the Final Examination Schedule. Any problems should be brought to the attention of the Registrar. A student who has three finals in one day may reschedule the middle exam in consultation with the professor. Requests to reschedule a final exam for other reasons may be made by completing the petition form available in the Registrar's Office.

Semester grades are due as soon as possible following each exam, with the final due date for **non-seniors** Monday, May 7 at 5:00 PM. Once they have submitted their signed online grading contracts to the Office of the Registrar, instructors may report grades via Web Advisor. As soon as grades are entered, students may view them via Web Advisor. If Web Advisor is not used, grades must be delivered in person to the Registrar's Office on the *Grade Request Roster* forms provided by the Registrar.

Incomplete grades will be changed to "F" if a grade change is not reported before 5:00 PM on Tuesday, September 4, 2012 (last day to add courses for the Fall semester). Petitions to appeal extension of this deadline must be in writing, and signed by both student and instructor.