

FINAL EXAMINATION GUIDELINES

1. Each class must meet during the Final Examination Period (a.k.a. "Finals Week") unless the department chairperson has agreed in writing that such a meeting is not necessary.
2. Summer school final examinations are to be administered on the last regularly scheduled class meeting day.
3. No final examination (the last examination of the term) shall be given before the start of the designated Final Examination Period except with written permission of the department or school chairperson and the college dean.
4. Examinations administered during the designated Final Examination Period must be given on the day and at the time listed on the official Final Examination Schedule, unless written permission is obtained in advance from the Office of the Registrar.
5. Finals administered electronically are subject to items 3 and 4 above. However, these finals may additionally be offered at other times or over a range of time during the Final Examination Period. The time and day for an examination are determined by the first non-lab contact of the week listed on the course master schedule.
6. No student will be required to take more than two final examinations in one day. If a student has difficulties resolving such a conflict, the provost and vice president for academic affairs or designee shall make the necessary adjustments. Contact the provost's office at 765-285-1333 or in the administration building room 106.
7. Requests for group final examinations must be submitted to and approved by the Office of the Registrar, at least seven weeks before publication of the *Schedule of Classes*.
8. If a conflict arises between a group examination time and a regularly scheduled examination time, the regularly scheduled examination takes precedence.
9. The open time slots are reserved primarily for necessary 1-credit-course final examinations, for make-up examinations, for arranged classes' examinations, and for time and day conflicts. Time and day conflicts are to be adjusted in the fall semester by the course whose department abbreviation is nearest the beginning of the alphabet and in the spring semester by the course whose department abbreviation is nearest the end of the alphabet. Other uses of these time slots must be approved by the Office of the Registrar.
10. Courses meeting fewer than 15 weeks must arrange for an early final examination or use one of the open time slots.
11. With the exception of group and open time slot examinations, all final examinations are to be administered in the room in which the course is regularly scheduled. Exceptions may be granted and conflicts resolved by the Office of the Registrar.
12. Examinations will begin and end promptly within the scheduled time period.

Fall and Spring Final Exam Schedule

	Tuesday	Wednesday	Thursday	Friday
	Cell A1	Cell B1	Cell C1	Cell D1
7:30-9:30 am	OPEN	2 cr course @8, TR* 3 cr course @8, TR 4 cr course @8*	2 cr course @ 8, MWF, MW, or WF* 3 cr course @8, MWF 5 cr course @8*	2 cr course @9* 3 cr course @9, MWF 4 cr course @9* 5 cr course @9*
9:45-11:45 am	Cell A2 2 cr course @11, TR* 3 cr course @11, TR 4 cr course @11, TR	Cell B2 2 cr course @10* 3 cr course @10, MWF 4 cr course @10* 5 cr course @10*	Cell C2 2 cr course @11, MWF, MW, or WF* 3 cr course @11, MWF 4 cr course @11, MWF 5 cr course @11*	Cell D2 2 cr course @9:30 3 cr course @9:30, TR 4 cr course @9:30* 5 cr course @9:30*
12:00-2:00 pm	Cell A3 2 cr course @ 12:30* 2 cr course @1, TR* 3 cr course @12:30, TR 4 cr course @12:30	Cell B3 2 cr course @12* 3 cr course @12, MWF 4 cr course @12* 5 cr course @12*	Cell C3 2 cr course @2, TR* 3 cr course @2, TR 4 cr course @2*	Cell D3 2 cr course @1, MWF, MW, or WF 3 cr course @1, MWF 4 cr course @1* 5 cr course @1*
2:15-4:15 pm	Cell A4 2 cr course @3:30, TR 3 cr course @3:30, TR 4 cr course @3:30* 5 cr course @3:30*	Cell B4 2 cr course @3* 3 cr course @3, MWF 4 cr course @3* 5 cr course @3*	Cell C4 2 cr course @2, MWF, MW, or WF 3 cr course @2, MWF 5 cr course @2*	Cell D4 2 cr course @4* 3 cr course @4, MWF 4 cr course @4* 5 cr course @4*
4:30-6:30 pm	Cell A5 2 cr course @5, TR 3 cr course @5, TR 4 cr course @5*	Cell B5 2 cr course @5, MWF, MW, or WF* 3 cr course @5, MWF 5 cr course @5*	Cell C5 MATH 114 Common Final MATH 165 Common Final	Cell D5 OPEN
7:00-9:00 pm	Cell A6 6:30 T or TR course 8 TR course*	Cell B6 4 cr course MW @ 6:30 6:30 W course 8 MW course*	Cell C6 6:30 R course	Cell D6 OPEN

*Courses that must reschedule in cases where exam times conflict

NOTE: Monday evening classes (6:30 pm M or MW; 8:00 pm MW) will hold exams on the Monday of finals week during the regular class period.

Monday evening classes will compensate for lost instructional minutes by meeting according to the following schedule:

One-credit classes: 6:30-7:25 pm

Two-credit classes: 6:30-8:20pm

Three-credit classes: 6:30-9:30 pm (including one 15 min. break)

If you have questions regarding an Off-Grid Class, please contact the Office of the Registrar at schedule@bsu.edu