

UNIVERSITY OF MINNESOTA CROOKSTON

Final Examination Schedule

Fall Semester 2018

The final examination schedule uses the military time format to list final examination times. The military time format is quite easy to understand if you remember the following:

- All a.m. (morning) times are shown as 2400 to 1159. For example, an 8:00 a.m. exam is shown as meeting at 0800.
- All p.m. (afternoon and evening) times are shown as 1200 to 2359. A 2:00 p.m. exam, for example, is shown as meeting at 1400; a 6:00 p.m. class would be shown as starting at 1800.

Exam Time	Monday Dec 10	Tuesday Dec 11	Wednesday Dec 12	Thursday Dec 13
<u>0800 (8:00 a.m.)</u>	0900 MWF	1000 TTH	0800 MWF	1500 MWF
<u>1000 (10:00 a.m.)</u>	1300 TTH	1100 TTH	1100 MWF	1200 MWF
<u>1200 (12:00 noon)</u>	1000 MWF	0800 TTH	1400TTh	0900 TTh
<u>1400 (2:00 p.m.)</u>	1200 TTH	1400 MWF	1300 MWF	Make-Up
<u>1600 (4:00 p.m.)</u>	1600 MWF 1700 MWF	1600 TTH 1700 TTH	1500 TTh	
<u>1800 (6:00 p.m.)</u>	1800 TTH	1800 M	1800 W	

The final examination schedule is based on the class meeting time; specifically, the first hour of the first day of the week of the first lecture period.

Example: An 11:00 Monday, Wednesday, Friday class must test at 10:00 a.m. on Wednesday, December 12 or a class meeting at 8:00 a.m. Tuesday and Thursday must test at 12:00 noon on Tuesday, December 11.

The deadline for submitting final grades is 5:00 p.m. on Tuesday, December 18.

Final Examination Policy

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled. All one and two credit course examinations will be given during the final week of class during the regular class hours. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

Instructors may offer take-home final examinations and may distributed exams prior to the final exam week but the exam may not be due before the scheduled final exam for that course.

Students with final examination conflicts, or with three (or more) final examinations in one calendar day, will be expected to notify and provide documentation to instructors as soon as possible during the term. In the event none of the instructors agrees to make appropriate accommodation, the student should contact his or her advisor.

For courses that do not run for a full semester and summer classes, the final examination will be administered (or due, in the case of take-home) on the last day of the course.

The full policy can be found at <http://policy.umn.edu/education/exam>

Final Examination Policy for Online Classes

Final examinations cannot be due prior to the start of the campus scheduled four-day final exam period and the exam due date must be listed in the syllabus. Instructors must provide a minimum of four days to complete asynchronous exams. Instructors must schedule synchronous exams during the campus scheduled four-day final exam period and be listed in the syllabus showing both the day and hour the exam will be given.