

SPRING 2018 FINAL EXAM SCHEDULE (ALEXANDRIA)

END OF REGULAR INSTRUCTION FOR ALL SPRING 2018 COURSES: MAY 1, 2018

EXAM WEEK: 02 MAY, 2018 – 08 MAY, 2018

WEDNESDAY 5.2		THURSDAY 5.3		MONDAY 5.7		TUESDAY 5.8		FRIDAY 5.4; SATURDAY 5.5; SUNDAY 5.6	
7:30AM-9:10AM	For MW or W classes starting b/w 8am-9:29am	7:30AM-9:10AM	For R classes starting b/w 8am-9:29am	7:30AM-9:10AM	For M classes starting b/w 8am-9:29am	7:30AM-9:10AM	For TR or T classes starting b/w 8am-9:29am	REGULAR CLASS TIME	All Friday, Saturday and Sunday classes that meet once a week.
9:30-11:10AM	For MW or W classes starting b/w 9:30am-10:59am	9:30-11:10AM	For R classes starting b/w 9:30am-10:59am	9:30-11:10AM	For M classes starting b/w 9:30am-10:59am	9:30-11:10AM	For TR or T classes starting b/w 9:30am-10:59am		
11:30AM-1:10PM	For MW or W classes starting b/w 11am-12:29pm	11:30AM-1:10PM	For R classes starting b/w 11am-12:29pm	11:30AM-1:10PM	For M classes starting b/w 11am-12:29pm	11:30AM-1:10PM	For TR or T classes starting b/w 11am-12:29pm		
1:30PM-3:10PM	For MW or W classes starting b/w 12:30pm-1:59pm	1:30PM-3:10PM	For R classes starting b/w 12:30pm-1:59pm	1:30PM-3:10PM	For M classes starting b/w 12:30pm-1:59pm	1:30PM-3:10PM	For TR or T classes starting b/w 12:30pm-1:59pm		
3:30PM-5:10PM	For MW or W classes starting b/w 2pm-3:29pm	3:30PM-5:10PM	For R classes starting b/w 2pm-3:29pm	3:30PM-5:10PM	For M classes starting b/w 2pm-3:29pm	3:30PM-5:10PM	For TR or T classes starting b/w 2pm-3:29pm		
5:30PM-7:10PM	For MW or W classes starting b/w 3:30pm-5:29pm	5:30PM-7:10PM	For R classes starting b/w 3:30pm-5:29pm	5:30PM-7:10PM	For M classes starting b/w 3:30pm-5:29pm	5:30PM-7:10PM	For TR or T classes starting b/w 3:30pm-5:29pm		
7:30PM-9:10PM	All classes schedule to begin at 5:30PM or later*								

*SOME CONFLICTS MAY EXIST WITH EVENING COURSES THAT BEGIN AT OR AFTER 5:30PM AND END BEFORE 7:30PM. DIVISION OFFICES HAVE BEEN ALERTED TO THIS ISSUE AND WILL PROVIDE A RESOLUTION IF A CONFLICT EXISTS.

UNIQUE COURSES: IF A CLASS REGULARLY MEETS AT TIMES NOT COVERED BY THE FINAL EXAM SCHEDULE, THE INSTRUCTOR SHOULD DISCUSS SETTING UP A TIME FOR THE FINAL EXAM WITH THE ACADEMIC DEAN OR THEIR ASSISTANT DIVISION DEAN. CLASSES NOT COVERED BY THIS SCHEDULE INCLUDED THOSE BEGINNING BEFORE 8AM AND W/F CLASSES.

NOTES FOR FACULTY:

- Each faculty member is **REQUIRED** to be **PRESENT** during the final exam time to provide an appropriate evaluation or continue instruction (*Faculty Handbook* 3.1200; **continuation of instruction should only be done with the approval of the Academic Dean**).
- Hybrid courses will hold their exams based on the day of their FACE-TO-FACE meeting.
- Courses with a separate lab session (e.g. BIO) will hold the lecture exam based on the LECTURE day of the course. Lab exams are noted on syllabus.
- Any room conflicts should be reported to the Academic Dean, Lead Assistant Division Dean or Assistant Division Dean to resolve the conflict.
- Students who have exam conflicts should work with their instructor first, then – if necessary – the Academic Dean.
- Off-campus classes will hold final exams starting at their regularly scheduled class time.
- **FINAL GRADES MUST BE POSTED IN SIS WITHIN 48 HOURS OF THE FINAL EXAM – ALL GRADES MUST BE POSTED NO LATER THAN 12PM, MAY 11, 2018**