JANUARY 2013 FINAL EXAM SCHEDULE
FRIDAY, FEBRUARY 1, 2013

Final Examination Procedures:

Students are required to take all final examinations during the time specified for their administration. However, a student may, with the permission of the course instructor, take an examination with another section of the same course taught by the same instructor. Any other rescheduling of exams requires the approval of the Provost or Associate Dean of the College. **Failure to obtain the permission of the Provost's Office will result in an automatic failure of the course.**

Absence from a final examination can only be excused by the Provost or the Associate Dean of the College. ***Absence from a final examination without such an excuse will result in failure of the course.***

Students seeking excused absences should consider the following before scheduling an appointment with the Provost or Associate Dean:

1. Please refer to the College Catalog under "Final Examinations."
2. Consent for altering the examination schedule will be extended only for circumstances beyond a student's control such as verified illness or other compelling cause.
3. Students with examinations scheduled for three consecutive exam periods <u>including evening exams</u> may seek permission of the Provost or Associate Dean of the College to reschedule one of the exams.
4. Reasons such as oversleeping, employment conflicts, family trips or events, transportation problems, and other similar concerns are not compelling causes for changing examination schedules.
5. Leaving phone or electronic mail messages in the Provost's Office does not constitute obtaining an excuse for a missed examination. The Provost or Associate Dean must see verification in advance of the examination of the reason for seeking a change.
6. The approval of your instructor is not a sufficient reason for permitting a change in the examination schedule published by the College.
7. Appointments with the Provost or Associate Dean must be scheduled in their office on the first floor of Peele Hall or by calling ext. 7268.

<u>EXAM TIME:</u>

8:00 AM - 11:00 AM	**For courses taught:**	**9:00AM – 11:00AM** **9:00AM – 1:10PM** **9:00AM – 3:30PM** **9:30AM – 4:00PM**
11:10 AM - 2:10 PM	**For courses taught:**	**11:10AM – 1:10PM**
2:20 PM - 5:20 PM	**For courses taught:**	**1:20PM – 3:20PM** **3:30PM – 5:30PM**

Final Exams for <u>evening classes</u> will be as follows:
Mon - Thurs classes Thursday, Jan. 31 during class