# SIU Southern Illinois University
CARBONDALE

**Office of the Registrar**
**September 10, 2013**

**SUMMER 2014 FINAL EXAMINATION SCHEDULE INFORMATION**

Because of the limited number of examination periods available, no departmental examination times are scheduled for the summer.  The following points are pertinent to the final examination schedule:

1.  The class final exam period is scheduled based on the meeting time and days listed on the first line of the class entry of the on-line Schedule of Classes (which should be the same as the first printed line for the section on the registered student's schedule print-out).  For example, a class section is listed in the Schedule in the manner:

    07:30 - 08:30  TR
    08:40 - 09:40   WF

    The scheduled class time for the first line of the entry starts with "07" and the meeting days for that line are "T R".  Therefore, the exam time is 10:00 - 11:50 a.m. Thursday, July 31, as is indicated on the Summer 2014 Final Examination Schedule.

    **Classes that meet less than the entire semester should hold their exams during the last regularly scheduled class session prior to final examinations.**

    **It is a policy of the University that no final examination be given prior to the scheduled final examination period, and that students be given their examinations at the designated times.  Any deviation from this policy must be approved by the Dean of the College.**

2.  Classes should plan to hold their final examination in their regularly scheduled classrooms.  The space scheduling section of the Office of the Registrar will forward to departments information relative to the location for examinations for those classes that cannot hold their examination in their regularly scheduled rooms because of a space conflict.  This will be done sufficiently in advance of the final examination days to provide adequate notice for all.

3.  Students who find they have more than three examinations on one day may petition, and students who have two examinations scheduled at one time should petition their Academic Dean for approval to take an examination during the make-up examination period on the last day.  Provision for such a make-up examination period does not mean that students may decide to miss the scheduled examination time and expect to make it up during this make-up period.  This period is to be used only for students whose petitions have been approved by their dean.

4.  Students who must miss a final examination may not take an examination before the time scheduled for the class examination.  Information relative to the proper grade to be given students who miss a final examination and are not involved in a situation covered in the preceding paragraph will be found in the memorandum forwarded to members of the instructional staff at the time they receive the final grade listing for the recording of grades.

5. One credit-hour courses, and classes scheduled for meeting dates less than the full 8-week session should hold their examinations during the last regularly scheduled class period prior to the two formal exam days.

6. Other classes (those scheduled for the full 8-week session) should hold their final exams according to the following:

**First Line of Schedule Listing Shows:**

| Meeting Time Starts With: | Scheduled Meeting Days | Date of Exam | Exam Period |
|---|---|---|---|
| 07 | Begin with a T or R | Thu, Jul 31 | 10:00-11:50a.m. |
| 07 | Begin with a M or W or F | Thu, Jul 31 | 10:00-11:50a.m. |
| 08 | Begin with a T or R | Fri, Aug 01 | 8:00-9:50a.m. |
| 08 | Begin with a M or W or F | Thu, Jul 31 | 8:00-9:50a.m. |
| 09 | Begin with a T or R | Fri, Aug 01 | 8:00-9:50a.m. |
| 09 | Begin with a M or W or F | Thu, Jul 31 | 12:00-1:50p.m. |
| 10 | Begin with a T or R | Thu, Jul 31 | 2:00-3:50p.m. |
| 10 | Begin with a M or W or F | Fri, Aug 01 | 10:00-11:50a.m. |
| 11 | Begin with a T or R | Fri, Aug 01 | 12:00-1:50p.m. |
| 11 | Begin with a M or W or F | Thu, Jul 31 | 2:00-3:50p.m. |
| 12 | Begin with a T or R | Fri, Aug 01 | 10:00-11:50a.m. |
| 12 | Begin with a M or W or F | Fri, Aug 01 | 12:00-1:50p.m. |
| 01 | Begin with a T or R | Fri, Aug 01 | 10:00-11:50a.m. |
| 01 | Begin with a M or W or F | Thu, Jul 31 | 4:00-5:50p.m. |
| 02 | Begin with a T or R | Fri, Aug 01 | 2:00-3:50p.m. |
| 02 | Begin with a M or W or F | Fri, Aug 01 | 2:00-3:50p.m. |
| 03 | Begin with a T or R | Fri, Aug 01 | 12:00-1:50p.m. |
| 03 | Begin with a M or W or F | Fri, Aug 01 | 8:00-9:50a.m. |
| 04 | Begin with a T or R | Thu, Jul 31 | 2:00-3:50p.m. |
| 04 | Begin with a M or W or F | Thu, Jul 31 | 10:00-11:50a.m. |
| 5 p.m. or later | Begin with a T or R | Thu, Jul 31 | 8:00-9:50**P.M.** |
| 5 p.m. or later | Begin with a M or W or F | Thu, Jul 31 | 6:00-7:50**P.M.** |
| Make up examinations for students whose petitions have been approved by their Dean | | Fri, Aug 01 | 4:00-5:50p.m. |