

Final Exam Matrix Spring 2024

Final Evaluation Week Policy

Final evaluations may be traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, field trips or other evaluative activities. Students shall be informed of the nature of the final evaluation at the beginning of the semester.

Finals week is part of the instructional period for a course. All courses shall have a final evaluation during finals week, with the following exceptions:

- Laboratory or activity only courses may have their final evaluations during the class's regular meeting time during the last week of class.
- Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).

Classes with both lecture/discussion and laboratory/activity components shall have:

- final evaluations for the lecture or discussion portion of the class during finals week, and
- final evaluations for the lab/activity portion (if applicable) during the last week of classes. This type of evaluation shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.

In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).

Out-of class final evaluation activities such as take-home examinations, final papers must be due no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).

The final evaluation date and time designated for a course as published by the Office of the Registrar may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.

The course syllabus shall include the date and time of the final evaluation for the class. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time, or place scheduled must make arrangements in advance with the instructor.

Final Exam Matrix 1

| Evaluation Period | MON MAY 6 | TUES MAY 7 | WED MAY 8 | THU MAY 9 | FRI MAY 10 |
|-------------------|------------------------|----------------------------|------------------------------|-------------------|---------------|
| 0800-0950 | 0700 0730 MWF | 0700 0730 0800 TR | 0900 MWF | 0900 TR | 0800 MWF |
| 1020-1210 | 1000 MWF | 1100 TR | 1100 MWF | 1000 TR | 1200 MWF |
| 1240-1430 | 1300 MWF | 1200 TR | 1400 MWF | 1300 TR | |
| 1500-1650 | 1600 MWF | 1500 TR | 1700 MWF MW W | 1400 TR | 1500 MWF |
| 1700-1850 | 1700 1800 M | 1600 TR | 1800 MWF MW WF W | 1700 TR R | 1700 T |
| 1900-2050 | 1900 MWF MW M | 1800 1900 TR T | 1900 WF W | 1800 1900 R | |

Matrix Key:

M = Monday; W = Wednesday; F = Friday

T = Tuesday; R = Thursday;

Day classes (starting before 1800) which either meet daily, four days a week, M-W, or W-F should follow the appropriate M-W-F schedule for the class starting time.

Day classes (starting before 1800) which meet on T or R only or on a T-R-S pattern should follow the appropriate T-R schedule for the class starting time.

Classes meeting one day per week, which do not show a specific meeting time on the above chart, must ascertain the availability of the classroom for their final to avoid potential conflicts.