

Fall and Spring Final Exam Schedule

<p>Asynchronous Exams Faculty may hold asynchronous exams, including exams for JSUOnline courses, during finals week but should make the exam available for an extended time, given the different access issues and potential time conflicts for students. All asynchronous exams must be completed by the Friday of the last week of the semester.</p> <p>Synchronous Exams Faculty holding a synchronous exam <i>must</i> give examinations according to the Exam Schedule below for their specific class to ensure students do not have overlapping exams. Unapproved exceptions to the published schedule are not permitted.</p>	
Regular Class Time	Exam Day and Time
<p>Monday/Wednesday/Friday (MWF)</p> <p>8:00 a.m.-8:50 a.m. 9:00 a.m.-9:50 a.m. 10:00 a.m.-10:50 a.m. 11:00 a.m.-11:50 a.m. 12:00 p.m.-12:50 p.m. 1:00 p.m.-1:50 p.m. 2:00 p.m.-2:50 p.m. 3:00 p.m.-3:50 p.m. 4:00 p.m.-4:50 p.m. 5:00 p.m.-5:50 p.m.</p>	<p>Monday 8:00 a.m.-9:50 a.m. Wednesday 8:00 a.m.-9:50 a.m. Monday 10:00 a.m.-11:50 a.m. Wednesday 10:00 a.m.-11:50 a.m. Monday 12:00 p.m.-1:50 p.m. Wednesday 12:00 p.m.-1:50 p.m. Monday 2:00 p.m.-3:50 p.m. Wednesday 2:00 p.m.-3:50 p.m. Monday 4:00 p.m.-5:50 p.m. Wednesday 4:00 p.m.-5:50 p.m.</p>
<p>Tuesday/Thursday (TR)</p> <p>7:00 a.m.-9:50 a.m. 8:30 a.m.-9:50 a.m. 11:30 a.m.-12:50 p.m. 10:00 a.m.-11:20 a.m. 12:00 p.m.-1:20 p.m. 1:30 p.m.-2:50 p.m. 3:00 p.m.-4:20 p.m. 4:30 p.m.-5:50 p.m.</p>	<p>Tuesday 7:00 a.m.-9:50 a.m. Thursday 8:00 a.m.-9:50 a.m. Tuesday 11:00 a.m.-12:50 p.m. Thursday 10:00 a.m.-11:50 a.m. Thursday 12:00 p.m.-1:50 p.m. Tuesday 1:00 p.m.-2:50 p.m. Thursday 3:00 p.m.-4:50 p.m. Tuesday 3:00 p.m.-4:50 p.m.</p>
<p>Monday (M) 6:00 p.m.-8:50 p.m. Tuesday (T) 6:00 p.m.-8:50 p.m. Wednesday (W) 6:00 p.m.-8:50 p.m. Thursday (R) 6:00 p.m.-8:50 p.m. Friday (F) 6:00 p.m.-8:50 p.m.</p>	<p>Monday 6:00 p.m.-8:50 p.m. Tuesday 6:00 p.m.-8:50 p.m. Wednesday 6:00 p.m.-8:50 p.m. Thursday 6:00 p.m.-8:50 p.m. Friday 6:00 p.m.-8:50 p.m.</p>

*Lab exams will be conducted during regular class meeting times.

*Saturday classes will have examinations at the regular meeting time.

*Students who have more than 2 exams on a given day may request to reschedule an exam, using the attached form.

*Students who have closely scheduled examinations on different instructional sites may request to reschedule an exam, using the attached form.

*Please email registrarsoffice@jsums.edu for all other questions and concerns.



Request to Reschedule Final Examination Due to Three or More Final Examinations in One Day

In alignment with our Student Success priorities, students should not have to take more than two final examinations in a given day. To resolve the problem of multiple final examinations, students will be allowed to initiate the process of rescheduling an examination. The rescheduled final examination ideally should be on a day and at a time that is convenient for both the student and instructor. The rescheduling should be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar and the resulting examination must be administered during the final examination period.



Request Form to Reschedule Final Examination Due to Three or More Final Examinations in One Day

Students with three or more final examinations on the same day may petition the Department Chairperson in which the course resides for rescheduling of one examination. The petition must be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar.

Student First Name: _____ Student Last Name: _____
J Number: _____
Phone Number: _____ Email Address: _____

*I have three or more final exams on the same day.

Student’s Final Exam Schedule – List All Finals

Course	Day/Time of Final	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Final to be Rescheduled: _____

Proposed Alternative Day/Time Final to be Taken: _____

To be completed by Department Chairperson:

Has the instructor been notified and consulted? Yes No

Department Chairperson’s Approved Arrangements for Rescheduled Final Examination

Note: If the course instructor teaches multiple sections of the final to be rescheduled, it is strongly encouraged that the arrangement is for the student to take the final examination with the same instructor at one of the other already scheduled times.

Department Chairperson’s Signature & Date: _____

Academic Dean’s Signature & Date: _____



Request to Reschedule Final Examination Due to Closely Scheduled Final Examinations on Different Instructional Sites

In alignment with our Student Success priorities, students who have closely scheduled final examinations on different instructional sites will be allowed to initiate the process of rescheduling an examination. The rescheduled final examination ideally should be on a day and at a time that is convenient for both the student and instructor. The rescheduling should be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar and the resulting examination must be administered during the final examination period.



Request Form to Reschedule Final Examination Due to Closely Scheduled Final Exams on Different Instructional Sites (e.g., Jackson Medical Mall, Universities Center, E-Center)

Students with closely scheduled final exams on two different instructional sites (e.g., Jackson Medical Mall, Universities Center, E-Center) may petition the Department Chairperson in which the second course resides for rescheduling of one examination. The petition must be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar.

Student First Name: _____ Student Last Name: _____
J Number: _____
Phone Number: _____ Email Address: _____

*I have closely scheduled final exams on two different instructional sites resulting in less than 30 minutes of travel time in between exams.

Student’s Final Exam Schedule – List All Finals

Course	Day/Time of Final	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Final to be Rescheduled: _____

Proposed Alternative Day/Time Final to be Taken: _____

To be completed by Department Chairperson:

Has the instructor been notified and consulted? Yes. No

Department Chairperson’s Approved Arrangements for Rescheduled Final Examination

Note: If the course instructor teaches multiple sections of the final to be rescheduled, it is strongly encouraged that the arrangement is for the student to take the final examination with the same instructor at one of the other already scheduled times.

Department Chairperson’s Signature & Date: _____

Academic Dean’s Signature & Date: _____