



## FALL 2017 FINAL EXAM SCHEDULE

Final exams may NOT be administered the last week of classes.

### ATHENS CAMPUS FINAL EXAM SCHEDULE

Exam Time	<b>Monday (M) Dec 4</b>	<b>Tuesday (T) Dec 5</b>	<b>Wednesday (W) Dec 6</b>	<b>Thursday (Th) Dec 7</b>	<b>Friday (F) Dec 8</b>
9:00 AM – 11:15 AM	MWF 8:00 AM classes	TTh 8:00 AM classes	MWF 9:00AM classes	TTh 9:30 AM Classes	MWF 10:00 AM classes
11:30 AM – 1:45 PM	MWF 11:00 AM classes	TTh 11:00 AM classes	MWF 12:00PM classes	TTh 12:30 and 1:00 PM classes	MWF 1:00 PM classes
2:00 PM – 4:15 PM	MWF 2:00 PM classes	TTh 2:00 PM classes	MWF 3:00 PM classes	TTh 3:30 PM classes	MWF 4:00 PM classes
<b>Grades Due</b>	<b>Faculty Access to MYCU for Grade Submission will be available Friday, DEC 8, 4:00 PM to Tuesday, DEC 12, 2:00 PM</b>				

Music Jury examinations are scheduled individually by the Department of Music.

**Evening Classes – Athens:** Classes meeting at 4:00 PM on Tuesday or Thursday will have a two-hour final beginning at 4:30 PM during the regularly scheduled class meeting time during finals week, DEC 4-8. Classes that start at 4:30 PM or later will have a two-hour final during the regularly scheduled class meeting time during finals week, DEC 4-8. If the two-hour exam block results in a conflict with an exam in a later evening course, the student must notify the professor of the later course and either arrange for a late arrival time or reschedule the exam at the discretion of the professor.

### BECKLEY HEC FINAL EXAM SCHEDULE

During Final Exam Week (December 4-8, 2017) Beckley campus final exams will be administered at the regularly-scheduled class times. If you have a two-day per week course, the exam will be administered on the first day of the week unless otherwise indicated by your instructor.

For instructors -- Finals lasting over 75 minutes should be scheduled through the Beckley campus staff (5611) to assure room availability.

<b>Grades Due</b>	<b>Faculty Access to MYCU for Grade Submission will be available Friday, DEC 8, 4:00 PM to Tuesday, DEC 12, 2:00 PM</b>
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### FINAL EXAMS FOR ONLINE CLASSES MUST BE HELD DURING THE SCHEDULED EXAM WEEK.

TO THE MEMBERS OF THE FACULTY:

Any examination for which this schedule does not provide, or any departure from it, must be approved in advance by the Provost and Vice President for Academic Affairs, on the request of the instructor made through the department chairperson. Faculty also should carefully note the deadlines for submission of grades. I urge each Faculty member to submit grades as requested in the time-frame listed in this memorandum.

Dr. Peter L. Viscusi  
Provost and Vice President for Academic Affairs  
7/18/17