

FINAL EXAM SCHEDULES

The academic calendar concludes each semester with a one-day study and three-day test cycle. Faculty may administer final exams, final projects or presentations for their classes only during the exam period officially scheduled by the Registrar's Office. Cumulative final examinations, projects or presentations, may not be given during regularly scheduled class days of the semester, except for night classes. If there is to be a cumulative final exam in a course, students must be given the opportunity to review all tested materials by the last scheduled class. The faculty member has the right to retain the tested materials.

Study day supports student preparation for the final exam period. Faculty or departments may offer study sessions to assist students in their preparation. Please do not schedule required activities on this day (no final exams, final projects or presentations).

Instructors of full-term courses are expected to announce at the beginning of the course whether a two-hour final examination, final project or presentation will be given. Such an exam will be administered during the three-day test cycle according to the schedule below. Classes are assigned a test time and day in the schedule according to the cycle and time period it meets during the semester. Night classes may use their last regularly scheduled class period for a final exam.

One period has been reserved on two test days for the administration of a common exam for multiple-section courses who so desire. A list of such courses, and their exam times, will be announced.

PROTOCOL FOR MAKE-UP OF FINAL EXAMS

If the Provost Office determines that final exams cannot be held due to weather or any other emergency situation, then the following protocol will be followed:

- If the entire day of final exams must be canceled, then that day of exams will be held the day after the last day of the regularly scheduled final exams. The exam times will remain the same on the extra exam day.
- If classes are canceled for any part of a regular exam day then those exams will be held the day after the last day of the regular final exams. The exam(s) will begin at 8:00 am on the extra exam day.

CSB Campus Exam Schedule

Use the tables below to determine the day and time for an exam. Finals typically occur on the same campus where the class normally meetings, common exams can be an exception to this. Please refer to the (<https://catalog.csbsju.edu/catalog/calendars/current-year/undergraduate/>)Academic Calendar (<https://catalog.csbsju.edu/catalog/calendars/>)each term for the dates of Study Day and Exam Days.

Courses and Exams on the CSB Campus

Courses on CSB Campus	Exam Day 1	Exam Day 2	Exam Day 3
8:15 am to 10:15 am	1B	8B	5B
10:45 am to 12:45 pm	2B	9B	6B
1:15 pm to 3:15 pm	3B	10B	7B

3:45 pm to 5:45 pm	4B	COMMON EXAM	12B
6:15 pm to 8:15 pm	COMMON EXAM	11B	

Examination schedule for courses taught on the CSB Campus. Please see next table to match exam code with class regular class meeting time.

Exam Code	M-W-F Courses at CSB	Exam Code	T-R Courses at CSB
1B	8:20 am to 9:15 pm	8B	8:20 am to 9:40 pm
2B	9:30 am to 10:25 pm	9B	9:55 am to 11:15 am
3B	10:40 am to 11:35 am	10B	11:30 am to 12:50 pm
4B	11:50 am to 12:45 pm	11B	1:05 pm to 2:25 pm
5B	1:00 pm to 1:55 pm	12B	2:40 pm to 4:00 pm
6B	2:10 pm to 3:05 pm		
7B	3:20 pm to 4:15 pm		

Use examination code and the CSB normal course meeting time to determine when the final exam for a course will occur. Please note, night classes will use the last regularly scheduled class period for their final exam or may request a multi-section common exam time.

SJU Campus Exam Schedule

Use the tables below to determine the day and time for an exam. Finals typically occur on the same campus where the class normally meetings, common exams can be an exception to this. Please refer to the Academic Calendar (<https://catalog.csbsju.edu/catalog/calendars/>)each term for the dates of Study Day and Exam Days.

Courses and Exams on the SJU Campus

Courses on SJU Campus	Exam Day 1	Exam Day 2	Exam Day 3
8:00 am to 10:00am	1J	8J	5J
10:30 am to 12:30 pm	2J	9J	6J
1:00 pm to 3:00 pm	3J	10J	7J
3:30 pm to 5:30 pm	4J	COMMON EXAM	12J
6:15 pm to 8:15 pm	COMMON EXAM	11J	

Examination schedule for courses taught on the SJU Campus. Please see next table to match exam code with class regular class meeting time.

Exam Code	M-W-F Courses at SJU	Exam Code	T-R Courses at SJU
1J	8:00 am to 8:55 pm	8J	8:00 am to 9:20 pm

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2J	9:10 am to 10:05 pm	9J	9:35 am to 11:15 am
3J	10:20 am to 11:15 am	10J	11:10 am to 12:30 pm
4J	11:30 am to 12:25 pm	11J	12:45 pm to 2:05 pm
5J	12:40 pm to 1:35 pm	12J	2:20 pm to 3:45pm
6J	1:50 pm to 2:45 pm		
7J	3:00 pm to 3:55 pm		

Use examination code and the normal SJU course meeting time to determine when the final exam for a course will occur. Please note, night classes will use the last regularly scheduled class period for their final exam or may request a multi-section common exam time.