



SPRING 2010 DATES & DEADLINES

Twin Cities campus • Effective January 2010

Contents

Academic calendar	2–5
Uniform cancel/add requirements and refunds	6
Billing & payment due dates.....	7
Change of college or campus deadlines	8
Degree application deadlines.....	9
Final exam schedule	10–11

This document is a printable version of information that can also be found on the One Stop Web site at <http://onestop.umn.edu>. Please also review related policies and procedures in the UMTC Enrollment Policies & Procedures document, available at <http://onestop.umn.edu/registration/>.

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PUBLICATION INFORMATION

Published by the University of Minnesota, Office of the Executive Vice President and Provost, Academic Support Resources, One Stop Student Services, 200 Fraser Hall, 106 Pleasant St. S. E., Minneapolis, MN 55455-0422. The contents of this schedule and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes. This publication is available in alternative formats upon request. Please call the One Stop liaison for Disability Services at 612-625-9578.

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Academic calendars

Academic Year 2009–2010

Spring semester 2010

January 2010

1	Friday	University closed for New Years Day holiday
4	Monday	Last day for Graduate School students to apply for January graduation First day of spring semester classes and financial aid disbursement for all dental, medical, and veterinary medicine students
11	Monday	First day of spring financial aid disbursement for undergraduate, graduate, law, and pharmacy students
13	Wednesday	Fifth fall 2009 payment due (100% total balance)
18	Monday	University closed for Martin Luther King Holiday Last day to register for the first time in full semester or first 7-week semester without a \$50 late fee
19	Tuesday	Classes begin for regular spring session and first 7-week session, including undergraduate, graduate, law, pharmacy \$50 late registration fee charged for enrolling during the first 14 days of the semester
26	Tuesday	Last day for students enrolled in full semester or first 7-week session classes to <ul style="list-style-type: none"> • add a course without instructor approval • receive 100% refund

February 2010

1	Monday	Last day for Graduate School students to apply for February graduation Last day for students enrolled in full semester or first 7-week session classes to <ul style="list-style-type: none"> • add a course without college scholastic committee approval • cancel a course without receiving a 'W' on transcript • change grading basis • enter your private health plan coverage information at the One Stop Quick Link Last day for students who withdraw from <ul style="list-style-type: none"> • full semester classes to receive a 75% refund • 7-week session classes to receive a 50% refund
2	Tuesday	Last day <ul style="list-style-type: none"> • for undergraduates to apply for spring 2010 graduation • to register for the first time in full semester or first 7-week semester without a \$100 late fee
8	Monday	Last day to <ul style="list-style-type: none"> • receive 50% refund for full semester classes • cancel without college scholastic committee approval for students enrolled in a first 7-week session classes
15	Monday	Last day <ul style="list-style-type: none"> • for students who withdraw from full semester classes to receive a 25% refund • to submit Request for a Reduced Credit Load form to get an exemption to the 13-credit requirement
17	Wednesday	First spring 2010 bill payment due (33% of tuition and fees) Last day for non-degree students to pay spring tuition and fees in full or registration will be canceled

March 2010

1	Monday	Last day for Graduate School students to apply for March graduation
13	Saturday	Last day of class for first 7-week session
15	Monday	Last day to cancel a course without college scholastic committee approval, full-term classes
15–20	Mon-Sat	Spring break
17	Wednesday	Second spring 2010 bill payment due (50% of tuition and fees)
19	Friday	University closed for the holiday
22	Monday	First day of second 7-week session \$50 late fee charged to register for first time in second 7-week session classes
24	Wednesday	Last day for undergraduates to apply for May 2010 graduation

Spring 2010 Dates & deadlines, University of Minnesota, Twin Cities

30	Tuesday	Last day for students enrolled in second 7-week session to <ul style="list-style-type: none"> • add courses without instructor approval • receive 100% refund for a canceled class
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April 2010

1	Thursday	Last day for Graduate School students to apply for April graduation
5	Monday	Last day for students enrolled in the second 7-week session to <ul style="list-style-type: none"> • add a class with college scholastic committee approval • change grade base • drop a course without receiving a 'W' • receive 50% refund
6	Tuesday	May/summer session 2010 registration begins for admitted degree-seeking students \$100 late fee charged to register for the first time in second 7-week session classes
8	Thursday	First day of fall 2010 registration for students admitted to a degree or certificate program
13	Tuesday	First day of May/summer term 2010 open enrollment for non-admitted non-degree and visiting students
14	Wednesday	Third spring 2010 bill payment due (100%)
30	Friday	First day of fall 2010 open registration for non-admitted, non-degree, and visiting students Last day to submit a University Regents Scholarship for spring semester

May/summer term 2010

May 2010

3	Monday	Last day for Graduate School students to apply for May graduation
4	Tuesday	First day of summer financial aid disbursement for dental, medical, and veterinary medicine students
7	Friday	Last day of second 7-week session Last day of instruction for full semester classes
8–9	Sat–Sun	Study days
10	Monday	First day of summer <ul style="list-style-type: none"> • session for dental, medical, and veterinary medicine students • financial aid disbursement for pharmacy students
10–15	Mon–Sat	Spring 2010 final examinations
12	Wednesday	Fourth spring 2010 bill payment due (100%)
15	Saturday	Last day of spring 2010 semester
17	Monday	First day of summer session for pharmacy students
24	Monday	First day of <ul style="list-style-type: none"> • May session classes • summer financial aid disbursement for law students
31	Monday	University closed for Memorial Day Holiday

June 2010

1	Tuesday	Last day for Graduate School students to apply for June graduation First day of summer classes for law students
2	Wednesday	Fifth spring payment due (100% total payment)
7	Monday	Last day for undergraduates to apply for summer graduation First day of summer financial aid disbursement for undergraduate and graduate students
11	Friday	Last day of May session
14	Monday	First day of <ul style="list-style-type: none"> • summer term, including graduate students • 10-week summer session • 4-week summer session
21	Monday	Last day to enter your private health plan coverage information at the One Stop Quick Link

July 2010

1	Thursday	Last day for Graduate School students to apply for July graduation
5	Monday	University closed for Independence Day Holiday
7	Wednesday	First summer payment due (100% of tuition and fees)

10	Saturday	Last day of first 4-week session
12	Monday	First day of second 4-week session
28	Wednesday	Last day to submit University Regents Scholarship application for May/summer term

August 2010

2	Monday	Last day for Graduate School students to apply for August graduation
4	Wednesday	Second summer payment due (100% total payment)
6	Friday	Last day of <ul style="list-style-type: none"> • summer term • second 4-week session
20	Friday	Last day of 10-week summer session
25	Wednesday	Third summer bill due in full (100%)
26	Thursday	Last day of 14-week summer session

Academic Year 2010–2011

Fall semester 2010

September 2010

1	Wednesday	Last day for Graduate School students to apply for September graduation
6	Monday	Labor Day holiday; University closed
7	Tuesday	Classes begin
14	Tuesday	Last day for students enrolled in full semester and first 7-week session to <ul style="list-style-type: none"> • add classes without instructor approval • receive 100% refund
20	Monday	Last day for students enrolled in fall semester and first 7-week fall session to <ul style="list-style-type: none"> • add classes without college scholastic committee approval • cancel classes and not receive a 'W' on transcript • change grade basis (A-F or S/N) • enter your private health plan coverage information at the One Stop Quick Link Last day to receive: <ul style="list-style-type: none"> • 75% refund for students who withdraw from full semester classes • 50% refund for student who withdraw from first 7-week session classes
27	Monday	Last day to receive 50% refund for students who withdraw from full semester classes

October 2010

1	Friday	Last day for Graduate School students to apply for October graduation
4	Monday	Last day to: <ul style="list-style-type: none"> • cancel classes without college scholastic committee approval for the first 7-week session • receive 25% refund for students who cancel full semester classes
25	Monday	Last day of first 7-week session
26	Tuesday	First day of second 7-week session

November 2010

1	Monday	Last day: <ul style="list-style-type: none"> • for Graduate School students to apply for November graduation • to cancel full semester classes without college scholastic committee approval
2	Tuesday	Last day for students enrolled in the second 7-week session <ul style="list-style-type: none"> • add classes without instructor approval • receive 100% refund

November 2010 continued

8	Monday	Last day for students enrolled in the second 7-week fall session to <ul style="list-style-type: none"> • add classes without college scholastic approval • change grade base • cancel classes without receiving a 'W' • receive 50% refund
9	Tuesday	First day of spring 2011 registration for students admitted to degree or certificate programs
22	Monday	Last day to cancel second 7-week session classes without college scholastic approval
25	Thursday	University closed for Thanksgiving holiday
26	Friday	University closed for holiday

December 2010

1	Wednesday	Last day for Graduate School students to apply for December graduation
3	Friday	Open registration for spring 2011 begins for non-degree and visiting students
15	Wednesday	Last day of classes for fall semester and second 7-week session
16-18	Thurs-Sat	Final examinations
19	Study day	Study day
20-22	Mon-Wed	Final examinations
22	Wednesday	Last day of fall semester
24, 27	Fri-Mon	University closed for holiday
31	Friday	University closed for New Years Day holiday

Go to <http://onestop.umn.edu/calendars/index.html> to view past and future academic calendars.

Cancel/add change & refund deadlines

Spring 2010

Uniform change of registration requirements

Calendar days of term	Refund %	Changes to grade base or variable credits	Required to cancel	Required to add
Through January 26	100%	Allowed	No approval	No approval
January 27–February 1	75%	Allowed	No approval	Instructor approval
February 2–8	50%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 9–15	25%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 16–March 15	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
March 16–May 7	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

1ST 7-week session spring semester 2010

Calendar days of term	Refund %	Changes to grade base or variable credits	Required to cancel	Required to add
Through January 26	100%	Allowed	No approval required	No approval required
January 27–February 1	50%	Allowed	No approval required	Instructor approval
February 2–8	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 9–March 13	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

2ND 7-week session spring semester 2010

Calendar days of term	Refund %	Changes to grade base or variable credits	Required to cancel	Required to add
Through March 30	100%	Allowed	No approval required	No approval required
March 31–April 5	50%	Allowed	No approval required	Instructor approval
April 6–19	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
April 20–May 7	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

Billing & payment due dates

Spring 2010

All students

To avoid all installment and late fees, pay your bill in full by the first due date.

Non-degree students

You are required to pay your tuition and other charges in full by the first due date. Otherwise, your registration will be canceled.

Degree-seeking students

You are eligible for the installment plan. For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart below.

Late payment fees

Payments must be received by the due date to be considered on time. Any time you pay less than the

minimum amount due as stated on your billing statement by the due date, you will be charged a \$30 late payment fee and a hold will be placed on your record. This fee is in addition to the \$35 per semester installment/re-billing fee

Installment fees

For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart above.

Consequences of non-payment

Non-payment can have serious consequences on your academic plans and financial records. Please go online to <http://onestop.umn.edu/finances/pay/> for complete information on billing and payment.

	Billing date	Minimum due	Due date
1st statement	January 23	33%	February 17
2nd statement	February 20	50%	March 17
3rd statement	March 20	100%	April 14
Past-due or special circumstance billing dates			
4th statement	April 17	Total balance	May 12
5th statement	May 15	Total balance	June 2

Change of college or campus deadlines

To transfer from one college or campus to another within the University of Minnesota you must meet the admissions requirements of the college you plan to attend. Each college may have specific requirements and additional application materials for particular majors. Links to each college's requirements can be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html

Talk to your [academic adviser](#).

Fill out the Application Form, which can also be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html. If you want to transfer from one college of the University to another, you must submit a completed Application for Undergraduate Change of College to a [One Stop Student Services Center](#). Do *not* use this form to change a major or add a second major in another college—contact your college office for more information.

Make sure you meet the [college deadlines](#).

The deadline dates given in this chart are for undergraduate majors, and are not applicable to programs in the Graduate School. If the college in which you are interested is not listed below, contact that college office for specific information.

COLLEGE	Spring 2010	Fall 2010
Biological Sciences	October 1, 2009	March 1, 2010
Clinical Laboratory Sciences	—	<i>Rolling admission begins:</i> November 1, 2009 Applications accepted on a space-available basis until June 1, 2010
Continuing Education	January 19, 2010	September 7, 2010
Dental Hygiene		January 12, 2010
Design, College of		
Pre-Architecture, Architecture	—	May 14, 2010
Environmental Design Pre-Graphic Design Housing Studies Majors	October 1, 2009	March 1, 2010
Pre-Apparel Design Pre-Interior Design Retail Merchandising majors	—	March 1, 2010
Education and Human Development, College of	<i>Priority deadline:</i> October 1, 2009 Applications accepted on a space-available basis until December 15, 2009	<i>Priority deadline:</i> March 1, 2010 Applications accepted on a space-available basis until July 1, 2010
Food, Agricultural, & Natural Resource Sciences	October 15, 2009	<i>Priority deadline:</i> March 1, 2010 Applications accepted on a space-available basis until June 1, 2010
Institute of Technology		
Undergraduate students	October 15, 2009	<i>Priority deadline:</i> March 1, 2010 Applications accepted on a space-available basis until June 1, 2010
Non-degree students	January 19, 2010	September 7, 2010
Liberal Arts, College of		
Undergraduate students	October 15, 2009	<i>Priority deadline:</i> March 1, 2010 Applications accepted on a space-available basis until June 1, 2010
Non-degree students	January 19, 2010	September 7, 2010
Management, Carlson School of		
Undergraduate students	—	March 1, 2010
Mortuary Science	—	<i>Priority deadline:</i> March 1, 2010 Applications accepted on a space-available basis until August 15, 2010
Nursing	—	February 1, 2010

Degree application deadlines

If you are a candidate for an undergraduate degree or certificate, you must submit an online Application for Undergraduate Degree at http://onestop.umn.edu/degree_planning/graduation/degree_application.html.

If you are in a professional program you must submit an Application for Degree forms (PDF available at onestop.umn.edu/forms) to a One Stop Student Services Center. Applications for degrees do not require payment of a graduation fee.

If you fail to apply by the dates listed below, you may not be able to graduate until the following term. See also “Students with financial obligations,” following the deadlines.

UNDERGRADUATE DEADLINES

Semester	Deadline
Spring 2010	February 2, 2010
May session 2010	March 24, 2010
Summer 2010	June 7, 2010
Fall 2010	September 21, 2010

GRADUATE SCHOOL DEADLINES

Graduate School degrees are awarded monthly. To graduate at the end of any given month you must:

- Submit your Graduate School Application for Degree form to a One Stop Student Services Center on or before the first workday of the month.
- Complete all other requirements by the last work day of the month.
- Graduating before the end of the term may affect your eligibility for financial aid (work-study, student loans), housing, and other benefits conferred by your student status. Check with the appropriate office, if you have questions on eligibility.
- Graduate School students obtain the Application for Degree form and detailed graduation instructions from 316 Johnston Hall.

STUDENTS WITH FINANCIAL OBLIGATIONS

The following is taken from the academic and administrative policy, “Withholding Degrees from Students with Financial Obligations:”

“The University of Minnesota does not post degrees for students, on any campus, with financial obligations equal to, or in excess of, \$100. This includes all retroactively conferred degrees. Once a student satisfies his or her financial obligation, the degree will be posted using the original date the degree would have been conferred.”

To view and pay any outstanding balance, view your student account (follow the Student account Quick Link at <http://onestop.umn.edu>).

Examination & grade schedules

✿ FINAL EXAMINATION SCHEDULE

To find when the final exam for each of your classes is scheduled, do the following:

- Determine the beginning time for each of your courses using the following guidelines:
 - Use the lecture, seminar, or colloquium beginning time for your class rather than the lab or discussion times.
 - Each range of beginning times (e.g., 8:00–8:59 a.m., 9:00–9:59 a.m.) is subdivided into MWF and TTh exam times. Use MWF if your course meets for more than three days per week or if it meets on unusual days. For example, classes that meet MWThF or TWTh or TF would all follow the MWF exam time.
 - If your class meets at different times on different days, use the day earliest in the week. A class meeting 9:05–11:00 a.m. T, 8:00–8:50 a.m. Th, for example, would follow the 9:00–9:59 a.m. TTh exam time.
- Read across to find the time and day for your final examination using the beginning time for the class.
- Check the list of common exams to see if any of your classes are listed there. Common examination times *always* take precedence over the final exam schedule.
- Ask your instructor to confirm your exam time and length.** Some classes may have a three-hour exam. Instructors

may, with college approval in a very limited number of circumstances, request a change in exam time. See the Final Exam Regulations for information on how to respond to conflicts in your exam schedule.

NOTE: Classes that start between **4:00–5:59 p.m.** will have the final exam beginning at the usual class starting time during finals week. The exam will extend for two hours from the starting time. If a class meets multiple days during the term, the exam will be on the earliest day of the week during finals week.

Classes beginning at **6:00 p.m. or later** will have the final exam from **6:30–8:30 p.m.** on the day of the week the class normally meets. If the class meets multiple days of the week during the term, the exam will be scheduled on the earliest class meeting day during finals week.

Classes meeting on **Saturday or Sunday** will have the final exam beginning at the usual starting time during finals week on the day it normally meets. The exam will extend for 2 hours from the starting time.

These final examination schedules **do not apply** to online and Distance Learning classes or classes offered primarily to students registered in the colleges of Dentistry, Pharmacy, and Veterinary Medicine, Law School, and Medical School, or to 8000- or 9000-level courses that have no regularly scheduled class rooms.

Always confirm exam times with your professor.

SPRING 2010 FINAL EXAM SCHEDULE	
Class begins	Exam time
8:00–8:59 a.m. MWF	8:00–10:00 a.m., Saturday, May 15
8:00–8:59 a.m. TTh	1:30–3:30 p.m., Friday, May 14
9:00–9:59 a.m. MWF	1:30–3:30 p.m., Wednesday, May 12
9:00–9:59 a.m. TTh	8:00–10:00 a.m., Thursday, May 13
10:00–10:59 a.m. MWF	10:30 a.m.–12:30 p.m., Saturday, May 15
10:00–10:59 a.m. TTh	4:00–6:00 p.m., Saturday, May 15
11:00–11:59 a.m. MWF	1:30–3:30 p.m., Thursday, May 13
11:00–11:59 a.m. TTh	8:00–10:00 a.m., Tuesday, May 11
12:00–12:59 p.m. MWF	1:30–3:30 p.m., Tuesday, May 11
12:00–12:59 p.m. TTh	10:30 a.m.–12:30 p.m., Friday, May 14
1:00–1:59 p.m. MWF	8:00–10:00 a.m., Wednesday, May 12
1:00–1:59 p.m. TTh	10:30 a.m.–12:30 p.m., Thursday, May 13
2:00–2:59 p.m. MWF	10:30 a.m.–12:30 p.m., Tuesday, May 11
2:00–2:59 p.m. TTh	1:30–3:30 p.m., Saturday, May 15
3:00–3:59 p.m. MWF	10:30 a.m.–12:30 p.m., Wednesday, May 12
3:00–3:59 p.m. TTh	8:00–10:00 a.m., Friday, May 14
4:00–5:59 p.m. MWF	Use class starting time for 2 hours on earliest class meeting day.
4:00–5:59 p.m. TTh	Use class starting time for 2 hours on earliest class meeting day.
8:00–8:59 a.m. S	Use class starting time for 2 hours on normal day class meets.

☀ **SPRING 2010 COMMON EXAMINATIONS**

All sections of the following courses are examined together at the time indicated.

Monday, May 10

Acct 2050—10:30 a.m.–12:30 p.m.

Biol 1001, 1001H, 100H, 2003 (sec 001), 2003H (sec 001)
—8:00–10:00 a.m.

Biol 1009, 1009H, 2003 (sec 003), 2003H (sec 03)—10:30 a.m.
—12:30 p.m.

BLaw 3058—8:00–10:00 a.m.

IDSc 3001—8:00–10:00 a.m.

Lat 1002—10:30 a.m.–12:30 p.m.

Math 1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371,
1372, 1572H, 2243, 2263, 2373, 2374, 2574H, 3593H
—1:30–4:30 p.m.

Math 3113, 3118—1:30–3:30 p.m.

OMS 2550—8:00–10:00 a.m.

PSTL 0722, 0732, 1004, 1006—10:30 a.m.–12:30 p.m.

Psy 1001—7:00–9:00 p.m.

PubH 3001, 3003, 3004—6:30–9:30 p.m.

Tuesday, May 11

Econ 1102 (sec 001)—6:30–8:30 p.m.

Fren 1001, 1002, 1003, 1004, 1022—6:30–8:30 p.m.

Ger 1001, 1002, 1003, 1022—6:30–8:30 p.m.

Wednesday, May 12

Econ 1101 (sec 001)—6:30–8:30 p.m.

Span 1001, 1002, 1003, 1022—6:30–8:30 p.m.

Thursday, May 13

Econ 1102 (sec 013)—6:30–8:30 p.m.

Phys 1202W, 1302W, 3071W—6:30–9:30 p.m.

☀ **SPRING 2010 EXAM REGULATIONS**

Rooms—Examinations, except common examinations, are given in the regularly scheduled classroom unless your instructor arranges for and announces a different room. Note to instructors: See Regulations Regarding Examinations, below.

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three (or more) final exams within one calendar day, you may request adjustment with your college office and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If an I, F, or N—depending on your standing at the time—is recorded if you miss a final exam. To make up the exam, you must obtain the instructor's permission.

1. There shall be no variations from the University final examination schedule except by concurrence of the dean of the college and the director of scheduling. This prohibition also precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class, except laboratory final examinations which cannot be held in accordance with the regular final examination schedule.

2. All department requests for adjustment of final examination hours should be made online in the Exception to Official Examination form (ASR163) by March 23 to permit publication of the change and orderly consideration of hardships. Additional common examinations may be requested on the same online form, which also includes room request information. The ASR 163 form is available at asr.umn.edu/forms/.

3. Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three (or more) examinations scheduled in one calendar day.

4. Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.

5. No variations from the University final examination schedule will be considered official until published in the Official Daily Bulletin in the *Minnesota Daily*.

6. Each college shall assume responsibility for making arrangements to spread out examinations for students three (or more) examinations scheduled in one calendar day.

7. The following courses have been approved for a three-hour final examination:

Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272,
1281, 1282, 1371, 1372, 1571H, 1572H, 2243, 2263,
2373, 2374, 2573H, 2574H, 3592H, 3593H

Physics: all courses;

PubH 3001, 3003, 3004

For this semester, three-hour examinations will be scheduled on the half day that the corresponding two-hour exams would have been given. Exams are scheduled from 8:30–11:30 a.m. or from 1:30–4:30 p.m. Instructors need to submit an ASR 163 form online for approval to schedule a 3-hour exam if the course is not listed above.

Departments are also encouraged to request alternate seating only when it is necessary for proper administration of the exam. Requests for rooms for alternate seating must be submitted by the department office via the online ASR 123 form, available at asr.umn.edu/forms/.

All ASR 123 forms must be submitted online on or before March 12. Notification of room assignments for all ASR 123 forms received by March 12 will be sent to departments on or before May 7.

8. University Senate policy decrees that no extracurricular events which *require* the participation of students may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty members that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.