

# ACADEMIC DATES & DEADLINES

Spring 2014 • Effective January 2014 • Twin Cities campus

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### ONLINE

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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# Academic calendars

## Academic Year 2013-2014

### Spring semester 2014

#### January 2014

1	Wednesday	University closed for New Year's Day holiday
2	Thursday	January graduation application deadline for graduate and professional students Spring financial aid disbursement begins for all Dental, Medical, Vet Med students
13	Monday	Spring financial aid disbursement begins for all undergraduate, graduate, law, and pharmacy students.
20	Monday	University closed for Martin Luther King, Jr. holiday
21	Tuesday	Spring full semester and first 7-week session begin \$50 late fee charged for registration during the first 14 days of the term
28	Tuesday	Last day to <ul style="list-style-type: none"> <li>• add spring full semester or first 7-week session classes without instructor approval</li> <li>• receive a 100% tuition refund deadline if canceling spring full semester or first 7-week session classes</li> </ul>

#### February 2014

1	Saturday	February graduation application deadline for graduate and professional students
3	Monday	Last day to <ul style="list-style-type: none"> <li>• add spring full semester or first 7-week session classes without college scholastic committee approval</li> <li>• cancel spring full semester or first 7-week session classes without receiving a "W"</li> <li>• change grade basis (A-F or S/N) for spring full semester or first 7-week session classes</li> <li>• report private health plan coverage at onestop.umn.edu</li> </ul> Last day to receive <ul style="list-style-type: none"> <li>• 75% tuition refund if canceling spring full semester classes</li> <li>• 50% tuition refund if canceling spring first 7-week session classes</li> </ul>
4	Tuesday	Last day to apply for spring undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of spring semester
10	Monday	Last day to receive 50% tuition refund for canceling spring full semester classes
17	Monday	Last day to <ul style="list-style-type: none"> <li>• receive a 25% tuition refund for canceling spring full semester classes</li> <li>• cancel spring first 7-week session classes without college approval</li> <li>• submit a 13-Credit Exemption Request for spring semester</li> </ul>
19	Wednesday	First spring payment due (33% of total bill) Last day to submit a FAFSA for spring Minnesota State Grant eligibility

#### March 2014

1	Saturday	March graduation application deadline for graduate and professional students
10	Monday	Spring first 7-week session ends
14	Friday	Last day to cancel spring full semester classes without college scholastic committee approval
17-21	Mon–Fri	Spring break
19	Wednesday	Second spring payment due (50% of second statement)
24	Monday	Spring second 7-week session begins
27	Thursday	Last day to apply for May session undergraduate graduation
31	Monday	Last day to add spring second 7-week session classes without instructor approval

**April 2014**

1	Tuesday	April graduation application deadline for graduate and professional students Last day to receive a 100% tuition refund if canceling spring second 7-week session classes
7	Monday	Last day to <ul style="list-style-type: none"> <li>• receive a 50% tuition refund if canceling spring second 7-week session classes</li> <li>• add spring second 7-week session classes without college approval</li> <li>• cancel spring second 7-week session classes and not receive a “W”</li> <li>• change grade basis (A-F or S/N) in spring second 7-week session classes</li> </ul>
8	Tuesday	May/summer session 2014 registration begins for admitted degree or certificate-seeking students
10	Thursday	Fall registration begins for students admitted to degree or certificate programs
15	Tuesday	May and summer term registration begins for non-degree & visiting students
16	Wednesday	Third & final spring payment due in full (total balance due)
21	Monday	Last day to cancel spring second 7-week session classes without college approval
28	Monday	Summer financial aid disbursement begins for all Dental, Medical, and Vet Med students

**May 2014**

1	Thursday	May graduation application deadline for graduate and professional students
2	Friday	Fall registration opens for non-degree and visiting students
9	Friday	End of spring full semester and second 7-week session classes
10	Saturday	Study day
11	Sunday	Study day
12	Mon	Final examinations
13	Tuesday	Final examinations Last day to <ul style="list-style-type: none"> <li>• request a loan for spring semester</li> <li>• submit a valid PLUS promissory note for spring 2014</li> </ul>
14	Wednesday	Final examinations Payment due for new spring charges and/or past due balances (total balance due)
15	Thursday	Final examinations
16	Friday	Final examinations Last day to submit a valid subsidized or unsubsidized Direct Loan, Grad PLUS, Perkins, or UTFL promissory note for spring 2014
17	Saturday	Last day of final examinations and spring semester
18	Sunday	Last day to earn work-study funds for spring semester
19	Monday	First day to earn work-study funds for May/summer term Summer financial aid disbursement begins for law students
26	Monday	University closed for Memorial Day holiday
27	Tuesday	May session and summer 13-week classes begin

**June 2014**

2	Monday	June graduation application deadline for graduate and professional students
4	Wednesday	Payment due for new spring charges and/or past due balances (total balance due)
9	Monday	Summer financial aid disbursement begins for undergraduate, graduate, and pharmacy students
10	Tuesday	Last day to apply for undergraduate summer term graduation
13	Friday	End of May session
16	Monday	Summer 10-week, 8-week, and first 4-week session begin
18	Wednesday	Last day to submit a valid Perkins promissory note for May/summer 2014
25	Wednesday	Last day to submit a 2013-2014 FAFSA for summer Minnesota State Grant eligibility

## July 2014

1	Tuesday	July graduation application deadline for graduate and professional students
4	Friday	University closed for Independence Day holiday
9	Wednesday	May/summer payment due in full (total balance due)
11	Friday	End of summer first 4-week session classes
14	Monday	Summer second 4-week session begins
30	Wednesday	Payment due for new May/summer charges and/or past due balances (total balance due)

## August 2014

1	Friday	August graduation application deadline for graduate and professional students
8	Friday	End of second 4-week and 8-week summer sessions
14	Thursday	Last day to <ul style="list-style-type: none"> <li>• request a loan for May/summer term</li> <li>• respond to your eFAAN for May/summer term</li> </ul>
19	Tuesday	Last day to submit a valid PLUS promissory note for May/summer 2014
20	Wednesday	Payment due for new May/summer charges and/or past due balances (total balance due)
22	Friday	End of 10-week and 13-week summer sessions Last day to submit a subsidized or unsubsidized Direct Loan, Grad PLUS, or UTFL promissory note for May/summer 2014
24	Sunday	Last day to earn summer semester work study

## Academic Year 2014–2015

### Fall semester 2014

#### September 2014

1	Monday	University closed for Labor Day holiday
2	Tuesday	Fall full semester and first 7-week session classes begin \$50 late fee charged for registration during the first 14 days of fall term September graduation application deadline for graduate and professional students
9	Tuesday	Last day to <ul style="list-style-type: none"> <li>• add fall full semester and first 7-week session classes without instructor approval</li> <li>• receive a 100% tuition refund for canceling fall full semester and first 7-week session classes</li> </ul>
15	Monday	Last day to <ul style="list-style-type: none"> <li>• receive a 75% tuition refund for canceling fall full semester classes</li> <li>• receive a 50% tuition refund for canceling fall first 7-week session classes</li> </ul> Last day to <ul style="list-style-type: none"> <li>• add classes in fall full semester and first 7-week session without college scholastic committee approval</li> <li>• cancel fall full semester and first 7-week session classes and not receive a 'W' on transcript</li> <li>• change grade basis (A-F or S/N) in fall full semester and first 7-week session classes</li> <li>• report private health plan coverage at onestop.umn.edu</li> </ul>
16	Tuesday	Last day to apply for fall undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of fall semester
22	Monday	Last day to receive a 50% refund for canceling fall full semester classes

29	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 25% tuition refund for canceling fall full semester classes</li> <li>• cancel fall first 7-week classes without college scholastic committee approval</li> <li>• submit a 13-Credit Exemption Request for approval to enroll for less than 13 credits</li> </ul>
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## October 2014

20	Monday	Last day of instruction for fall first 7-week session
21	Tuesday	Fall second 7-week session begins
27	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 100% tuition refund for canceling fall second 7-week session classes</li> <li>• cancel fall full semester classes without college scholastic committee approval</li> <li>• add fall second 7-week session classes without instructor approval</li> </ul>

## November 2014

1	Saturday	November graduation deadline for graduate and professional students
4	Tuesday	Last day to: <ul style="list-style-type: none"> <li>• receive a 50% tuition refund or canceling fall second 7-week session classes</li> <li>• add fall second 7-week session classes without college scholastic approval</li> <li>• change grading basis (A-F, S/N) in fall second 7-week session classes</li> <li>• cancel fall second 7-week session classes without receiving a 'W'</li> </ul>
12	Wednesday	Spring 2015 registration begins for students admitted to degree and certificate programs
17	Monday	Last day to cancel fall second 7-week session classes without college scholastic approval
27	Thursday	University closed for Thanksgiving holiday
28	Friday	University closed for Thanksgiving holiday

## December 2014

1	Monday	December graduation deadline for graduate and professional students
5	Friday	Spring 2015 registration begins for non-degree and visiting students
10	Wednesday	Last day of instruction for fall full semester and second 7-week session classes
11	Thursday	Study day
12-18	Friday-Thurs	Final examinations
18	Thursday	Last day of final examinations and fall semester
25-26	Thurs-Fri	University closed for Christmas holiday
26	Friday	Last day for faculty to submit fall term grades

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

# Cancel/add change & refund deadlines

## Spring 2014

<b>REFUNDS &amp; DEADLINES</b>	<b>Academic approvals required TO CANCEL CLASSES</b>	<b>Academic approvals required TO ADD CLASSES</b>	<b>Grade basis or variable credits CHANGE</b>
100% refunded through Jan. 28	None (class/credits deleted from transcript)	None	Allowed
75% refunded Jan. 29-Feb. 3	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
50% refunded Feb. 4-10	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
25% refunded Feb. 11-Feb. 17	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Feb. 18-Mar. 14	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Mar. 15-May 9	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

### 1<sup>ST</sup> 7-week session

<b>REFUNDS &amp; DEADLINES</b>	<b>Academic approvals required TO CANCEL CLASSES</b>	<b>Academic approvals required TO ADD CLASSES</b>	<b>Grade basis or variable credits CHANGE</b>
100% refunded through Jan. 28	None (class/credits deleted from transcript)	None	Allowed
50% refunded Jan. 29-Feb. 3	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Feb. 4-17	None (class & "W" recorded on transcript)	Approvals required from both the instructor & college scholastic committee	Not allowed
0% refunded Feb. 18-Mar. 10	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both the instructor & college scholastic committee	Not allowed

### 2<sup>ND</sup> 7-week session

<b>REFUNDS &amp; DEADLINES</b>	<b>Academic approvals required TO CANCEL CLASSES</b>	<b>Academic approvals required TO ADD CLASSES</b>	<b>Grade basis or variable credits CHANGE</b>
100% refunded March 24-31	None (class/credits deleted from transcript)	None	Allowed
50% refunded Apr. 1-7	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded April 8-21	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded April 22-May 9	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

# Billing & payment due dates

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## Spring 2014

**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.

**Consequences of non-payment**—Non-payment can have serious consequences on your academic plans and financial records. If payment in full is not received by the end of the current term (or second billing due date for May/summer term), your registration for future terms will be canceled.

	Billing date	Minimum due	Due date
1st statement	January 25	33% of first payment	February 19
2nd statement	February 22	50% of second statement	March 19
3rd statement	March 22	Total balance due	April 16
<b>Billing dates for new charges and/or past due balances</b>			
4th statement	April 19	Total balance due	May 14
5th statement	May 17	Total balance due	June 4

Please go online to <http://onestop.umn.edu/finances/pay/index.html> for complete information on billing and payment.



# 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](http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html)

Talk to your [academic adviser](#).

Fill out the Application for Undergraduate Change of College, available online as a self service Quick Link at [http://www.onestop.umn.edu/degree\\_planning/changing\\_college\\_or\\_major/](http://www.onestop.umn.edu/degree_planning/changing_college_or_major/). 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.

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 2014	Fall 2014
<b>Biological Sciences</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted on a space-available basis until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted on a space-available basis until June 1, 2014
<b>Clinical Laboratory Sciences</b>	---	Rolling admission begins: November 1, 2013 <i>Priority deadline:</i> February 3, 2014
<b>Continuing Education</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted on a space-available basis until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted on a space-available basis until August 1, 2014
<b>Dental Hygiene</b>	---	January 3, 2014
<b>Design</b>		
<b>Housing Studies, Landscape Design &amp; Planning, Pre-Graphic Design</b>	October 1, 2013  Applications accepted on a space-available basis until 12/2/2013	<i>Priority deadline:</i> March 1, 2014  Applications accepted on a space-available basis until May 15, 2014
<b>Architecture, Pre-Apparel Design, Pre-Interior Design Retail Merchandising</b>	---	
<b>Education and Human Development</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted on a space-available basis until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted on a space-available basis until July 1, 2014
<b>Food, Agricultural, &amp; Natural Resource Sciences</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted until June 1, 2014
<b>Liberal Arts</b>		
<b>Undergraduate students</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted on a space-available basis until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted on a space-available basis until June 1, 2014
<b>Management, Carlson School of</b>		
<b>Undergraduate students</b>	---	March 1, 2014
<b>Mortuary Science</b>	---	<i>Priority deadline:</i> February 1, 2014 Applications accepted on a space-available basis until August 15, 2014
<b>Nursing</b>	---	February 1, 2014
<b>Science &amp; Engineering</b>		
<b>Undergraduate students</b>	<i>Priority deadline:</i> October 1, 2013 Applications accepted on a space-available basis until December 1, 2013	<i>Priority deadline:</i> March 1, 2014 Applications accepted on a space-available basis until June 1, 2014



# Graduation application deadlines

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If you are a candidate for an undergraduate degree or certificate, you must submit an online Application for Undergraduate Degree at [http://www.onestop.umn.edu/degree\\_planning/graduation/degree\\_application.html](http://www.onestop.umn.edu/degree_planning/graduation/degree_application.html).

If you are in a professional program, you must submit an Application for Degree form (available for download at [onestop.umn.edu/forms](http://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 2014	February 4, 2014
May session 2014	March 27, 2014
Summer term 2014	June 10, 2014
Fall 2014	September 16, 2014
Spring 2015	February 3, 2015

## 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 Graduate Student Services ([gssp@umn.edu](mailto:gssp@umn.edu)) on or before the first workday of the month. For more information, see the graduate student graduation checklist at [http://onestop.umn.edu/degree\\_planning/graduation/graduate\\_checklist.html](http://onestop.umn.edu/degree_planning/graduation/graduate_checklist.html).
- 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.
- The Application for Degree form and detailed graduation instructions are available in the graduation packet found online at, <https://apps.grad.umn.edu/secure/gradpacket/>.

## PROFESSIONAL SCHOOL DEADLINES

- If you are a professional school student, you may obtain an Application for Degree form and detailed graduation instructions from your program office or website

## STUDENTS WITH FINANCIAL OBLIGATIONS

The following is taken from the academic and administrative policy, “Withholding Diplomas and Official Transcripts from Students:”

“The University of Minnesota will not issue diplomas or official transcripts to students with financial obligations equal to, or in excess of, \$100 or to students who have not satisfied any student conduct or academic integrity sanctions.

Once a student satisfies his or her financial obligation or satisfies the outstanding sanction, the diploma will be issued and the hold barring issuance of the official transcript will be removed.”

**To view and pay any outstanding balance, view your student account at the Student account Quick Link at [onestop.umn.edu](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 2014 FINAL EXAM SCHEDULE	
Class time	Exam time
8:00–8:59 a.m. MWF	10:30 a.m.–12:30 p.m., Tuesday, May 13
8:00–8:59 a.m. TTh	1:30 p.m.–3:30 p.m., Saturday, May 17
9:00–9:59 a.m. MWF	1:30 p.m.–3:30 p.m., Thursday, May 15
9:00–9:59 a.m. TTh	8:00 a.m.–10:00 a.m., Thursday, May 15
10:00–10:59 a.m. MWF	8:00 a.m.–10:00 a.m., Saturday, May 17
10:00–10:59 a.m. TTh	1:30 p.m.–3:30 p.m., Tuesday, May 13
11:00–11:59 a.m. MWF	1:30 p.m.–3:30 p.m., Friday, May 16
11:00–11:59 a.m. TTh	8:00 a.m.–10:00 a.m., Tuesday, May 13
12:00–12:59 p.m. MWF	1:30 p.m.–3:30 p.m., Wednesday, May 14
12:00–12:59 p.m. TTh	10:30 a.m.–12:30 p.m., Saturday, May 17
1:00–1:59 p.m. MWF	8:00 a.m.–10:00 a.m., Wednesday, May 14
1:00–1:59 p.m. TTh	10:30 a.m.–12:30 p.m., Friday, May 16
2:00–2:59 p.m. MWF	10:30 a.m.–12:30 p.m., Wednesday, May 14
2:00–2:59 p.m. TTh	4:00 p.m.–6:00 p.m., Saturday, May 17
3:00–3:59 p.m. MWF	10:30 a.m.–12:30 p.m., Thursday, May 15
3:00–3:59 p.m. TTh	8:00 a.m.–10:00 a.m., Friday, May 16

## \* SPRING 2014 COMMON EXAMINATIONS

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

### Monday, May 12

Acct	2050	10:30 a.m.–12:30 p.m.
Biol	1001, 1001H, 1003, 2003 (sec 001), 2003H (sec 001)	8:00–10:00 a.m.
Biol	Biol 1009, 1009H, 2003 (sec 003), 2003H (sec 003)	10:30 a.m.–12:30 p.m.
BLaw	3058	8:00–10:00 a.m.
IDSc	3001	8:00–10:00 a.m.
Grk	1002	10:30 a.m.–12:30 p.m.
Lat	1002	10:30 a.m.–12:30 p.m.
Math	1001, 1031, 1051, 1142, 1151, 1155, 1241, 1271, 1272, 1372, 1572H, 2243, 2263, 2373, 2374, 2574H, 3593H	1:30–4:30 p.m.
SCO	2550	8:00–10:00 a.m.
PSTL	0722, 0732, 1004, 1006	10:30 a.m.–12:30 p.m.
PubH	3001, 3003, 3004	6:30–9:30 p.m.

### Tuesday, May 13

Econ	1101 (sec 001, 013)	6:30–8:30 p.m.
Fren	1001, 1002, 1003, 1022	6:30–8:30 p.m.
Ger	1001, 1002, 1003, 1022	6:30–8:30 p.m.

### Wednesday, May 14

Econ	1102 (sec 001)	6:30–8:30 p.m.
Span	1001, 1002, 1003, 1022	6:30–8:30 p.m.

### Thursday, May 15

Phys	1202W, 1301W, 1302W, 3071W	6:30–9:30 p.m.
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## \* SPRING 2014 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.

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 (ASR 163) by March 21 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 <http://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. Each college shall assume responsibility for making arrangements to spread out examinations for students with three (or more) examinations scheduled in one calendar day.
6. The following courses have been approved for a three-hour final examination:

Math 1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371, 1372, 1571H, 2243, 2263, 2373, 2374, 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 <http://asr.umn.edu/forms/>.

All ASR 123 forms must be submitted online on or before March 21. Notification of room assignments for all ASR 123 forms received by March 21 will be sent to departments on or before April 25.

7. 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.