

ACADEMIC DATES & DEADLINES

Fall 2012 • Effective August 2012 • 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 2012–2013

Fall semester 2012

September 2012

3	Monday	University closed for Labor Day holiday
4	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 & professional students (monthly clearances only)
11	Tuesday	Last day for students enrolled in full semester or first 7-week session to: • add classes without instructor approval • receive 100% refund
17	Monday	Last day for students enrolled in fall semester and first 7-week fall session to • add classes without college scholastic committee approval • cancel classes without receiving a 'W' on transcript • change grade basis (A-F or S/N) • enter your private health plan coverage information at the Health Insurance Coverage One Stop Quick Link Last day to receive: • 75% refund for students who withdraw from full semester classes • 50% refund for student who withdraw from first 7-week session classes
18	Tuesday	Last day to apply for fall undergraduate graduation
24	Monday	Last day to receive 50% refund deadline for canceling full semester classes

October 2012

1	Monday	October graduation application deadline for graduate & professional students (monthly clearances only) Last day to: • cancel first 7-week session classes without college scholastic committee approval • receive 25% refund for students who cancel full semester classes • submit a 13-Credit Exemption Request for approval to be charged for less than 13 credits
3	Wednesday	First fall payment due (33% of first billing statement balance)
22	Monday	Last day of first 7-week session
23	Tuesday	Second 7-week session begins
29	Monday	Last day to: • receive 100% refund deadline for canceling fall second 7-week session classes • add fall second 7-week session classes without instructor approval • cancel fall full semester classes without college approval
31	Wednesday	• Second fall payment due (50% of billing statement balance)
29	Monday	Last day to cancel full semester classes without college scholastic committee approval Last day for students enrolled in the second 7-week session to: • add classes without instructor approval • receive 100% refund
31	Wednesday	Second fall payment due (50% of billing statement balance)

November 2012

1/	Thursday	November graduation application deadline for graduate & professional students (monthly clearances only)
5	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 basis (A-F or S/N) and credit load • cancel classes without receiving a 'W' • receive 50% refund
13	Tuesday	Spring 2012 registration begins for admitted degree or certificate-seeking students
19	Monday	Last day to cancel second 7-week session classes without college scholastic approval
22	Thursday	University closed for Thanksgiving holiday
23	Friday	University closed for holiday
28	Wednesday	Third & final fall payment due in full (total balance due)

December 2012

3	Monday	December graduation application deadline for graduate & professional students (monthly clearances only)
7	Friday	Spring 2012 registration begins for non-degree and visiting students
12	Wednesday	Last day of classes for fall semester and second 7-week session
13	Thursday	Study day
14–15	Fri-Sat	Final examinations
16	Sunday	Study day
17–20	Mon–Thurs	Final examinations
18	Tuesday	Last day to: <ul style="list-style-type: none"> • respond to your eFAAN to receive financial aid for fall only • submit a promissory note for a Graduate PLUS, Direct Loan, and Perkins loan
20	Thursday	End of fall semester
24	Monday	University closed for Christmas Day holiday
25	Tuesday	University closed for holiday
26	Wednesday	Payment due for new fall charges and/or past due balances (total balance due)
27	Thursday	Last day for faculty to submit fall term grades
31	Monday	Last day to earn work-study for fall semester

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

Academic Year 2012–2013

Spring semester 2013

January 2013

1	Tuesday	University closed for New Years Day holiday
2	Wednesday	January graduation application deadline for graduate & professional students (monthly clearances only)
16	Wednesday	Payment due for new fall charges and/or past due balances (total balance due)
21	Monday	University closed for Martin Luther King holiday
22	Tuesday	Full semester & first 7-week session classes begin \$50 late fee charged to process initial registration during the first 14 days of the semester
29	Tuesday	Deadline to add full semester or first 7-week session classes without instructor approval 100% refund deadline if canceling full semester or first 7-week session classes

February 2013

1	Friday	February graduation application deadline for graduate & professional students (monthly clearances only)
4	Monday	Last day to receive: <ul style="list-style-type: none"> • 50% refund deadline for canceling spring first 7-week session classes • 75% refund deadline for canceling spring full semester classes Last day for students enrolled in full semester and first 7 week session to: <ul style="list-style-type: none"> • add classes with college approval • cancel classes without receiving a 'W' • change grade basis (A-F or S/N) Last day to report private health plan coverage at onestop.umn.edu
5	Tuesday	Last day to apply for spring undergraduate graduation
11	Monday	50% tuition refund deadline if canceling full semester classes
18	Monday	Last day to: <ul style="list-style-type: none"> • cancel first 7-week session classes without college scholastic committee approval • receive 25% refund for students who cancel full semester classes • submit a 13-Credit Exemption Request for approval to be charged for less than 13 credits
20	Wednesday	First spring payment due (33% of first billing statement balance)

March 2013

1	Friday	March graduation application deadline for graduate & professional students (monthly clearances only)
11	Monday	Last day of instruction for first 7-week session
15	Friday	Last day to cancel full semester classes without college scholastic committee approval
18–22	Mon–Fri	Spring break
20	Wednesday	Second spring payment due (50% of second billing statement balance)
22	Friday	University closed for holiday
25	Monday	Second 7-week session begins
28	Thursday	Last day to apply for May session undergraduate graduation

April 2013

1	Monday	100% refund deadline for canceling spring second 7-week session classes Last day to add spring second 7-week session classes without instructor approval April graduation application deadline for graduate & professional students (monthly clearances only)
8	Monday	Last day for students enrolled in the second 7-week spring session to: <ul style="list-style-type: none"> • add classes without college scholastic approval • change grade basis (A-F or S/N) and credit load • cancel classes without receiving a 'W' • receive 50% refund
9	Tuesday	May/summer session registration begins for students admitted to degree or certificate programs
11	Thursday	Fall registration begins for students admitted to degree or certificate programs
16	Tuesday	May/summer term registration opens for non-degree & visiting students
17	Wednesday	Third & final spring payment due in full (total balance due)
22	Monday	Last day to cancel second 7-week session classes without college scholastic committee approval

Academic Year 2012–2013

May/summer term 2013

May 2013

1	Wednesday	May graduation application deadline for graduate & professional students (monthly clearances only)
3	Friday	Fall registration opens for non-degree and visiting students
10	Friday	Last day of instruction for full semester & second 7-week session
11–12	Sat–Sun	Study days
13–17	Mon–Fri	Final examinations
15	Wednesday	Payment due for new spring charges and/or past due balances (total balance due)
18	Saturday	Last day of final examinations and spring semester
27	Monday	University closed for Memorial Day holiday
28	Tuesday	May session and summer 13-week session classes
29	Wednesday	Last day for students enrolled in May session to: <ul style="list-style-type: none"> • receive 100% refund • add May session classes without instructor approval
31	Friday	Last day for students enrolled in the May session to: <ul style="list-style-type: none"> • add classes without college scholastic approval • change grade basis (A-F or S/N) and credit load • cancel classes without receiving a 'W' • receive 50% refund

June 2013

2	Sunday	Last day to cancel a May session class without college scholastic approval
3	Monday	June graduation application deadline for graduate & professional students (monthly clearances only)
4	Tuesday	Last day to apply for summer undergraduate graduation
5	Wednesday	Payment due for new spring charges and/or past due balances (total balance due)
11	Tuesday	Last day to apply for summer term undergraduate graduation
14	Friday	End of May session
17	Monday	Summer 10-week, 8-week and first 4-week sessions begin
18	Tuesday	Last day for students enrolled in first 4-week session to: <ul style="list-style-type: none"> • receive 100% refund • add May session classes without instructor approval
20	Thursday	Last day for students enrolled in first 4-week session to: <ul style="list-style-type: none"> • receive 50% refund • add classes without college scholastic approval • cancel and without receiving a "W" • change grade basis (A-F or S/N) and credit load
21	Friday	Last day to receive 100% refund for canceling summer 10-week classes
22	Saturday	Last day to cancel first 4-week session classes without scholastic college approval
23	Sunday	Last day to add 10-week classes without instructor approval
28	Friday	Last day to receive a 50% refund for canceling 10-week classes
30	Sunday	Last day for students enrolled in 10-week classes: <ul style="list-style-type: none"> • add classes without college approval • change grade basis (A-F or S/N) and credit load • cancel and without receiving a "W"

July 2013

1	Monday	Last day to receive a 25% refund for canceling 10-week classes July graduation application deadline for graduate & professional students (monthly clearances only)
4	Thursday	University closed for Independence Day holiday
10	Wednesday	May/summer payment due in full (total balance due)
13	Saturday	End of the first 4-week summer session
15	Monday	Second 4-week summer session begins
16	Tuesday	Last day for students enrolled in second 4-week session to: <ul style="list-style-type: none"> • receive 100% refund • add classes without instructor approval
18	Thursday	Last day for students enrolled in second 4-week session to: <ul style="list-style-type: none"> • receive 50% refund • add classes without scholastic college approval • cancel classes without receiving a "W" • change grade basis (A-F or S/N) and credit load
20	Saturday	Last day to cancel second 4-week session classes without scholastic college approval
28	Sunday	Last day to cancel 10-week session classes without college approval
31	Wednesday	Payment due for new May/summer charges and/or past due balances (total balance due)

August 2013

1	Thursday	August graduation application deadline for graduate & professional students (monthly clearances only)
9	Friday	End of second 4-week & 8-week summer sessions
19	Monday	Fall financial aid disbursement begins after 5 pm for 1st-year dental students
21	Wednesday	Payment due for new May/summer charges and/or past due balances (total balance due)

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

Cancel/add change & refund deadlines, Fall 2012

Full semester

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Sept. 11	None (class/credits deleted from transcript)	None	Allowed
75% refunded Sept. 12-17	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
50% refunded Sept. 18-24	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
25% refunded Sept. 25-Oct. 1	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Oct. 2-Oct. 29	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Oct. 30- Dec. 12	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

1ST 7-week session

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Sept. 11	None (class/credits deleted from transcript)	None	Allowed
50% refunded Sept. 12-17	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Sept. 18-Oct. 1	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
Oct. 2-Oct. 22	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

2ND 7-week session

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Oct. 29	None (class/credits deleted from transcript)	None	Allowed
50% refunded Oct. 30-Nov. 5	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Nov. 6-19	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Nov. 20-Dec. 12	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

Fall 2012

All students—To avoid 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 below.

Consequences of non-payment—Non-payment can have serious consequences on your academic plans and financial records. For more information, please see <http://onestop.umn.edu/finances/pay/consequences.html>.

	Billing date	Minimum due	Due date
1st statement	September 8	33% of first billing statement balance	October 3
2nd statement	October 6	50% of second billing statement balance	October 31
3rd statement	November 3	Total balance	November 28
Billing dates for new charges and/or past due balances			
4th statement	December 1	Total balance	December 26
5th statement	December 29	Total balance	January 16

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

Talk to your [academic adviser](#).

Fill out the Application for Undergraduate Change of College, available online as a self service Quick Link at 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.

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	Fall 2012	Spring 2013
Biological Sciences	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012
Clinical Laboratory Sciences	<i>Rolling admission begins:</i> February 1, 2012 Applications accepted on a space-available basis until June 1, 2012	---
Continuing Education	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until Sept. 6, 2011	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until January 17, 2013
Dental Hygiene	January 10, 2012	---
Design, College of		
Housing Studies, Landscape Design & Planning, Pre-Graphic Design	Priority deadline: March 1, 2012 Applications accepted on a space-available basis until May 15, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012
Architecture, Pre-Apparel Design, Pre-Interior Design Retail Merchandising		---
Education and Human Development, College of	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until July 1, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012
Food, Agricultural, & Natural Resource Sciences	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012
Liberal Arts, College of		
Undergraduate students	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012
Management, Carlson School of		
Undergraduate students	March 1, 2012	---
Mortuary Science	<i>Priority deadline:</i> February 1, 2012 Applications accepted on a space-available basis until August 15, 2012	---
Nursing	February 1, 2012	---
Science & Engineering, College of		
Undergraduate students	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012	<i>Priority deadline:</i> October 1, 2012 Applications accepted on a space-available basis until December 1, 2012

Graduation 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 form (available for download 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, please contact your college office for an exception. See also “Students with financial obligations,” following the deadlines.

UNDERGRADUATE DEADLINES

Semester	Deadline
Fall 2012	September 18, 2012
Spring 2013	February 5, 2013
May session 2013	March 28, 2013
Summer term 2013	June 11, 2013

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. For more information, see the graduate student graduation checklist at http://onestop.umn.edu/degree_planning/graduation/graduate_checklist.html.
- 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.
- The Application for Degree form and detailed graduation instructions are available from 316 Johnston Hall. (map online at <http://www.umn.edu/twincities/maps/JohH/>)

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 <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: Finals week is defined as the week starting on the first day of finals through to the last day of finals. Courses that start between **4:00 p.m.–5:59 p.m.** will have the final exam beginning at the usual class starting time during finals week. The exam will extend for 2 hours from the starting time. If a course meets multiple days during the term, the exam will be on the earliest day of the week during finals week.

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

Courses 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.

FALL 2012 FINAL EXAM SCHEDULE	
Class time	Exam time
8:00–8:59 a.m. MWF	8:00 a.m.–10:00 a.m. Wednesday, December 19
8:00–8:59 a.m. TTh	1:30 p.m.–3:30 p.m. Tuesday, December 18
9:00–9:59 a.m. MWF	1:30 p.m.–3:30 p.m. Saturday, December 15
9:00–9:59 a.m. TTh	8:00 a.m.–10:00 a.m. Saturday, December 15
10:00–10:59 a.m. MWF	8:00 a.m.–10:00 a.m. Tuesday, December 18
10:00–10:59 a.m. TTh	10:30 a.m.–12:30 p.m. Wednesday, December 19
11:00–11:59 a.m. MWF	1:30 p.m.–3:30 p.m. Monday, December 17
11:00–11:59 a.m. TTh	1:30 p.m.–3:30 p.m. Thursday, December 20
12:00–12:59 p.m. MWF	10:30 a.m.–12:30 p.m. Thursday, December 20
12:00–12:59 p.m. TTh	10:30 a.m.–12:30 p.m. Tuesday, December 18
1:00–1:59 p.m. MWF	4:00 p.m.–6:00 p.m. Saturday, December 15
1:00–1:59 p.m. TTh	10:30 a.m.–12:30 p.m. Monday, December 17
2:00–2:59 p.m. MWF	8:00 a.m.–10:00 a.m. Thursday, December 20
2:00–2:59 p.m. TTh	1:30 p.m.–3:30 p.m. Wednesday, December 19
3:00–3:59 p.m. MWF	10:30 a.m.–12:30 p.m. Saturday, December 15
3:00–3:59 p.m. TTh	8:00 a.m.–10:00 a.m. Monday, December 17

* FALL 2012 COMMON EXAMINATIONS

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

Friday, December 14

Acct	2050	10:30 a.m.–12:30 p.m.
Biol	1001, 1003, 2003 (sec 001), 2003H (sec 001)	8:00–10:00 a.m.
Biol	1009, 1009H, 2003 (sec 003), 2003H (sec 003)	10:30 a.m.–12:30 p.m.
Biol	2003 (sec 005), 2003H (sec 005)	1:30–3:30 p.m.
BLaw	3058	8:00–10:00 a.m.
IDSc	3001	8:00–10:00 a.m.
Lat	1001	10:30 a.m.–12:30 p.m.
Math	1001, 1031, 1051, 1142, 1151, 1155, 1241, 1271, 1272, 1371, 1372, 1571H, 1572H, 2243, 2263, 2373, 2573H, 2374, 3592H	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.

Monday, December 17

Econ	1101	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.

Tuesday, December 18

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

Wednesday, December 19

Mgmt	1001, 1001H	6:30–8:30 p.m.
Phys	1101W, 1201W, 1301W, 1302W, 3071W	6:30–9:30 p.m.

* FALL 2012 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.

- All department requests for adjustment of final examination hours should be made online with the Exception to Official Examination form (ASR 163) by **November 8** 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/>.
- 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.
- Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.
- Each college shall assume responsibility for making arrangements to spread out examinations for students three (or more) examinations scheduled in one calendar day.
- 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, 2573H, 2374, 3592H
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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 **October 19**. Notification of room assignments for all ASR 123 forms received by **October 19** will be sent to departments on or before **November 16**.

- 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.