



# ACADEMIC DATES & DEADLINES

Spring 2012 • Effective January 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

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## Academic Year 2011-2012

### Spring semester 2012

#### January 2012

2	Monday	University closed for New Year's Day holiday
3	Tuesday	January graduation application deadline for graduate and professional students
11	Wednesday	Payment due for new fall charges and/or past due balances (100% of billing statement balance)
16	Monday	University closed for Martin Luther King holiday
17	Tuesday	Spring full semester and first 7-week session begin \$50 late fee charged for registration during the first 14 days of the term
24	Tuesday	Last day to add spring full semester or first 7-week session classes without instructor approval 100% tuition refund deadline if canceling spring full semester or first 7-week session classes
30	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>
31	Tuesday	\$100 late fee charged for registration after the first 14 days of the term Last day to apply for spring undergraduate graduation

#### February 2012

1	Wednesday	February graduation application deadline for graduate and professional students
6	Monday	50% tuition refund deadline if canceling spring full semester classes
13	Monday	25% tuition refund deadline if canceling spring full semester classes Last day to: <ul style="list-style-type: none"> <li>• cancel spring first 7-week session 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>
15	Wednesday	First spring payment due (33% total payment) Tuition payment for spring 2011 due in full from non-degree students

#### March 2012

1	Thursday	March graduation application deadline for graduate and professional students
10	Saturday	Spring first 7-week session ends
12	Monday	Last day to cancel spring full semester classes without college scholastic committee approval Spring break
12-16	Mon–Fri	Spring break
14	Wednesday	Second spring payment due (50% total payment)
19	Monday	Spring second 7-week session begins
21	Wednesday	Last day to apply for May undergraduate graduation
26	Monday	100% tuition refund deadline if canceling spring second 7-week session classes Last day to add spring second 7-week session classes without instructor approval

**April 2012**

2	Monday	April graduation application deadline for graduate and professional students 50% tuition refund deadline if canceling spring second 7-week session classes Last day to <ul style="list-style-type: none"> <li>• add spring second 7-week session classes without college scholastic committee approvals</li> <li>• change grade basis (A-F or S/N) in spring second 7-week session classes</li> <li>• cancel spring second 7-week session classes without receiving a 'W'</li> </ul>
10	Tuesday	May/summer session 2012 registration begins for admitted degree or certificate-seeking students
11	Wednesday	Third spring payment due in full (100% total balance)
12	Thursday	Fall semester 2012 registration begins for admitted degree or certificate-seeking students
16	Monday	Last day to cancel spring second 7-week session classes without college scholastic committee approval
17	Tuesday	May/summer 2012 registration begins for non-degree and visiting students
30	Monday	Summer financial aid disbursement begins for medical, dental, and veterinary medical students

**May 2012**

1	Tuesday	May graduation application deadline for graduate and professional students
1	Tuesday	May/summer financial aid awarding begins for Dental, Medical, and Veterinary students
2	Wednesday	Payment due for new spring charges and/or past due balances (100% total balance)
4	Friday	Last day of instruction for spring full semester and second 7-week session Fall 2012 registration begins for students not admitted to University degree or certificate programs UM Regents Scholarship deadline to apply for spring semester
7-12	Mon-Sat	Final examinations
8	Tuesday	May/summer financial aid awarding begins for Pharmacy students
12	Saturday	Last day of final examinations and spring semester
16	Wednesday	Last day for faculty to submit spring term grades
21	Monday	May session and 14-week summer session begin First day to earn summer semester work-study funds
22	Tuesday	\$25 late fee charged for enrolling on or after Monday of first week of May session Summer financial aid disbursement begins for law students
23	Wednesday	Payment due for new spring charges and/or past due balances (100% total balance)
28	Monday	University closed for Memorial Day holiday \$50 late registration fee charged for enrolling on or after Monday of second week of May session

**June 2012**

1	Friday	June graduation application deadline for graduate and professional students
4	Monday	Last day to apply for summer undergraduate graduation Summer financial aid disbursement begins for graduate and undergraduate students
5	Tuesday	Summer financial aid disbursement begins for undergraduate and graduate students
8	Friday	Last day of May session
11	Monday	Classes begin for 4- (first), 8-, and 10-week summer sessions \$25 late fee charged for registration on or after Monday of first week of summer session
18	Monday	\$50 late fee charged for registration on or after Monday of second week of summer session
19	Tuesday	2011-12 Free Application for Federal Student Aid (FAFSA) must be received by the federal processor for 2012 May/summer Minnesota State Grant consideration
20	Wednesday	Last day to submit a valid Perkins promissory note
25	Monday	Last day to report private health plan coverage at <a href="http://onestop.umn.edu">onestop.umn.edu</a>
30	Saturday	2011-2012 FAFSA must be received by the federal processor on or before this date. For more information, go to <a href="http://www.onestop.umn.edu/finances/financial_aid/basics/index.html#apply">http://www.onestop.umn.edu/finances/financial_aid/basics/index.html#apply</a>

## July 2012

2	Monday	July graduation application deadline for graduate and professional students
4	Wednesday	May/summer payment due in full (100% total balance) University closed for Independence Day holiday
7	Saturday	End of first 4-week summer session
9	Monday	Second 4-week summer session begins
25	Wednesday	UM Regents Scholarship deadline to apply for summer term

## August 2012

1	Wednesday	August graduation application deadline for graduate and professional students Payment due for new May/summer charges and/or past due balances (100% of balance)
3	Friday	End of second 4-week and 8-week summer sessions UM Regents Scholarship deadline to apply for May/summer term Last day to be considered for May/summer aid
12	Sunday	Last day to submit a valid subsidized or unsubsidized Direct Loan, PLUS, Grad PLUS, or UTFL promissory note
17	Friday	End of 10-week summer session Last disbursement of May/summer financial aid
22	Wednesday	Payment due for new May/summer charges and/or past due balances (100% of balance)
23	Thursday	End of 14-week summer session
26	Sunday	Last day to earn summer semester work study

## 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
11	Tuesday	Last day to add fall full semester and first 7-week session classes without instructor approval 100% refund deadline for canceling fall full semester and first 7-week session classes
17	Monday	75% tuition refund deadline for canceling fall full semester classes 50% tuition refund deadline for canceling fall first 7-week session classes 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>• enter private health plan coverage information at the One Stop Quick Link</li> </ul>
24	Monday	50% refund deadline for canceling fall full semester classes

#### October 2012

1	Monday	25% tuition refund deadline for canceling fall full semester classes Last day to: <ul style="list-style-type: none"> <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>
3	Wednesday	First fall payment due (33% of balance)
22	Monday	Last day of instruction for fall first 7-week session

23	Tuesday	Fall second 7-week session begins
29	Monday	100% tuition refund deadline for canceling fall second 7-week session classes Last day to: <ul style="list-style-type: none"> <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 2012

5	Tuesday	50% tuition refund deadline for canceling fall second 7-week session classes Last day to: <ul style="list-style-type: none"> <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>
13	Wednesday	Spring 2012 registration begins for students admitted to degree and certificate programs
19	Monday	Last day to cancel fall second 7-week session classes without college scholastic approval
22	Thursday	University closed for Thanksgiving holiday
23	Friday	University closed for holiday

## December 2012

7	Friday	Spring 2012 registration begins for non-degree and visiting students
12	Wednesday	Last day of instruction for fall full semester and second 7-week session classes
14-20	Fri-Thu	Final examinations
20	Thursday	Last day of final examinations and fall semester
24	Monday	University closed for holiday
25	Tuesday	University closed for Christmas holiday

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

# Cancel/add change & refund deadlines

## Spring 2012

<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 until Jan. 24	None (class/credits deleted from transcript)	None	Allowed
75% refunded Jan. 25-Jan. 30	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
50% refunded Jan. 31-Feb. 6	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
25% refunded Feb. 7-Feb. 13	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Feb. 14-Mar. 12	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Mar. 13-May 4	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 until Jan. 24	None (class/credits deleted from transcript)	None	Allowed
50% refunded Jan. 25-Jan. 30	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Jan. 31-Feb. 13	None (class & "W" recorded on transcript)	Approvals required from both the instructor & college scholastic committee	Not allowed
0% refunded Feb. 14-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 until March 26	None (class/credits deleted from transcript)	None	Allowed
50% refunded Mar. 27-Apr. 2	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded April 3-16	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded April 17-May 4	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 2012

**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 below.

**Consequences of non-payment**—Non-payment can have serious consequences on your academic plans and financial records.

	Billing date	Minimum due	Due date
1st statement	January 21	33% of first payment	February 15
2nd statement	February 18	50% of second statement	March 14
3rd statement	March 17	Total balance due	April 11
<b>Billing dates for new charges and/or past due balances</b>			
4th statement	April 14	Total balance due	May 2
5th statement	May 5	Total balance due	May 23

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 [onestop.umn.edu/degree\\_planning/changing\\_college\\_or\\_major/](http://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 2012	Fall 2012
<b>Biological Sciences</b>	October 1, 2011	March 1, 2012
<b>Clinical Laboratory Sciences</b>	---	Rolling admission begins: November 1, 2011 <i>Priority deadline:</i> February 1, 2012 Applications accepted on a space-available basis
<b>Continuing Education</b>	<i>Priority deadline:</i> October 1, 2011 Applications accepted on a space-available basis with a rolling deadline	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis with a rolling deadline
<b>Dental Hygiene</b>	---	January 11, 2012
<b>Design, College of</b>		
<b>Housing Studies, Landscape Design &amp; Planning, Pre-Graphic Design</b>	October 3, 2011	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until May 13, 2012
<b>Architecture, Pre-Apparel Design, Pre-Interior Design Retail Merchandising</b>	---	
<b>Education and Human Development, College of</b>	<i>Priority deadline:</i> October 1, 2011 Applications accepted on a space-available basis until December 1, 2011	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until July 1, 2012
<b>Food, Agricultural, &amp; Natural Resource Sciences</b>	<i>Priority deadline:</i> October 1, 2011 Applications accepted until December 1, 2011	<i>Priority deadline:</i> March 1, 2012 Applications accepted until June 1, 2012
<b>Liberal Arts, College of</b>		
<b>Undergraduate students</b>	<i>Priority deadline:</i> October 15, 2011 Applications accepted on a space-available basis until 12/1/2011	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012
<b>Non-degree students</b>	January 17, 2012	September 6, 2012
<b>Management, Carlson School of</b>		
<b>Undergraduate students</b>	---	March 1, 2011
<b>Mortuary Science</b>	---	<i>Priority deadline:</i> February 1, 2012 Applications accepted on a space-available basis until August 15, 2012
<b>Nursing</b>	---	February 1, 2012
<b>Science &amp; Engineering, College of</b>		
<b>Undergraduate students</b>	<i>Priority deadline:</i> October 15, 2011 Applications accepted on a space-available basis until November 18, 2011	<i>Priority deadline:</i> March 1, 2012 Applications accepted on a space-available basis until June 1, 2012
<b>Non-degree students</b>	January 17, 2012	September 6, 2012



# 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 [onestop.umn.edu/degree\\_planning/graduation/degree\\_application.html](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](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 2012	January 31, 2012
May session 2012	March 21, 2012
Summer term 2012	June 4, 2012
Fall 2012	September 20, 2012
Spring 2013	January 31, 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](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.  
(View a 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 [onestop.umn.edu](http://onestop.umn.edu).**

# Examination & grade schedules

## Z 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 2012 FINAL EXAM SCHEDULE	
Class time	Exam time
8:00–8:59 a.m. MWF	1:30 p.m.–3:30 p.m. Friday, May 11
8:00–8:59 a.m. TTh	10:30 a.m.–12:30 p.m. Wednesday, May 9
9:00–9:59 a.m. MWF	8:00 a.m.–10:00 a.m. Saturday, May 12
9:00–9:59 a.m. TTh	1:30 p.m.–3:30 p.m. Tuesday, May 8
10:00–10:59 a.m. MWF	1:30 p.m.–3:30 p.m. Thursday, May 10
10:00–10:59 a.m. TTh	8:00 a.m.–10:00 a.m. Thursday, May 10
11:00–11:59 a.m. MWF	10:30 a.m.–12:30 p.m. Tuesday, May 8
11:00–11:59 a.m. TTh	10:30 a.m.–12:30 p.m. Friday, May 11
12:00–12:59 p.m. MWF	8:00 a.m.–10:00 a.m. Friday, May 11
12:00–12:59 p.m. TTh	8:00 a.m.–10:00 a.m. Wednesday, May 9
1:00–1:59 p.m. MWF	10:30 a.m.–12:30 a.m. Saturday, May 12
1:00–1:59 p.m. TTh	8:00 a.m.–10:00 a.m. Tuesday, May 8
2:00–2:59 p.m. MWF	1:30 p.m.–3:30 p.m. Saturday, May 12
2:00–2:59 p.m. TTh	10:30 a.m.–12:30 p.m. Thursday, May 10
3:00–3:59 p.m. MWF	4:00 p.m.–6:00 p.m. Saturday, May 12
3:00–3:59 p.m. TTh	1:30 p.m.–3:30 p.m. Wednesday, May 9
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.
10:00–10:59 a.m. S	Use class starting time for 2 hours on normal day class meets.

## Z SPRING 2012 COMMON EXAMINATIONS

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

### Monday, May 7

Acct	2050	10:30–12:30 p.m.
Biol	1001, 1001H, 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.
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.
OMS	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 8

Econ	1102 (sec 001, 013)	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 9

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

### Thursday, May 10

Mgmt	1001, 100H	6:30–8:30 p.m.
Phys	1202W, 1301W, 1302W, 3071W	6:30–9:30 p.m.

## Z SPRING 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.

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 20 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 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, 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 15. Notification of room assignments for all ASR 123 forms received by March 15 will be sent to departments on or before April 30.

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.