



# ACADEMIC DATES & DEADLINES

Fall 2015 • Effective June 2015 • Twin Cities campus

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### ONLINE

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### PUBLICATION INFORMATION

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# Academic calendars

## Academic Year 2015-16

### Fall semester 2015

#### September 2015

1	Tuesday	September graduation application deadline for graduate & professional students (monthly clearances only)
7	Monday	University closed (Labor Day holiday)
8	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
14	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 100% tuition refund for canceling fall full semester and first 7-week session classes</li> <li>• add fall full semester &amp; first 7-week session classes without instructor approval</li> </ul>
15	Tuesday	Last day to report private health plan coverage
19	Saturday	Fall payment due in full (or first payment if enrolled in payment plan)
21	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 75% tuition refund for canceling fall full semester</li> <li>• receive a 50% tuition refund for canceling fall first 7-week session classes</li> <li>• add fall full semester &amp; first 7-week session classes without college approval</li> <li>• cancel fall full semester &amp; first 7-week session classes and not receive a "W"</li> <li>• change grade basis (A-F or S/N) in fall full semester &amp; first 7-week session classes</li> </ul>
22	Tuesday	Last day to apply for fall undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of fall semester
28	Monday	Last day to receive a 50% tuition refund for canceling fall full semester classes

#### October 2015

1	Thursday	October graduation application deadline for graduate & professional students (monthly clearances only)
5	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 25% tuition refund for canceling fall full semester classes</li> <li>• submit a 13-Credit Exemption Request for fall semester</li> <li>• cancel fall first 7-week session classes without college approval</li> </ul>
19	Monday	Payment due for new fall charges and/or past due balances (or second payment if enrolled in payment plan)
26	Monday	Last day of instruction for fall first 7-week session
27	Tuesday	Fall second 7-week session begins

#### November 2015

1	Sunday	November graduation application deadline for graduate & professional students (monthly clearances only)
2	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>• add fall second 7-week session classes without instructor approval</li> </ul>
9	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 50% tuition refund for canceling fall second 7-week session classes</li> <li>• add fall second 7-week session classes without college approval</li> <li>• cancel fall second 7-week session classes and not receive a "W"</li> <li>• change grade basis (A-F or S/N) in fall second 7-week session classes</li> <li>• cancel fall full semester classes without college approval</li> </ul>
10	Tuesday	Spring semester registration begins for students admitted to degree or certificate programs
16	Monday	Last day to cancel fall full semester classes without college approval
19	Thursday	Payment due for new fall charges and/or past due balances (or third payment if enrolled in payment plan)
23	Monday	Last day to cancel fall second 7-week session classes without college approval

26-27	Thurs-Fri	University closed (Thanksgiving holiday)
<b>December 2015</b>		
1	Tuesday	December graduation application deadline for graduate & professional students (monthly clearances only)
16	Wednesday	Last day of instruction for full semester & second 7-week session classes
17-19	Thurs-Sat	Final examinations
19	Saturday	Payment due for new fall charges and/or past due balances
20	Sunday	Study day
21-23	Mon-Wed	Final examinations
23	Wednesday	Last day of fall semester
24-25	Thurs-Fri	University closed (Christmas holiday)
31	Thursday	Last day for faculty to submit fall term grades
<b>Spring semester 2016</b>		
<b>January 2016</b>		
1	Friday	University closed (New Years Day holiday) January graduation application deadline for graduate & professional students (monthly clearances only)
11	Monday	Payment due for new fall charges and/or past due balances
18	Monday	University closed (Martin Luther King holiday)
19	Tuesday	Spring full semester and first 7-week session begin \$50 late fee charged for registration during the first 14 days of spring term
25	Monday	Last day to add spring full semester and first 7-week session classes without instructor approval 100% refund deadline for canceling spring full semester and first 7-week session classes Last day to report private health plan coverage
<b>February 2016</b>		
1	Monday	February graduation application deadline for graduate & professional students (monthly clearances only) Last day to: <ul style="list-style-type: none"> <li>• receive a 75% tuition refund for canceling spring full semester classes</li> <li>• receive a 50% tuition refund for canceling spring first 7-week session classes</li> <li>• add spring full semester and first 7-week session classes without college approval</li> <li>• cancel spring full semester and first 7-week session classes and not receive a "W"</li> <li>• change grade basis (A-F or S/N) in spring full semester &amp; first 7-week session classes</li> </ul>
2	Tuesday	Last day to apply for spring undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of fall semester
8	Monday	Last day to receive a 50% refund for canceling spring full semester classes
15	Monday	Last day to: <ul style="list-style-type: none"> <li>• receive a 25% 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>
<b>March 2016</b>		
1	Tuesday	March graduation application deadline for graduate & professional students (monthly clearances only)
7	Monday	Last day of class for spring first 7-week session
14-18	Mon.-Fri.	Spring break
18	Friday	University closed (floating holiday)
21	Monday	Spring second 7-week session begins
27	Sunday	Last day to: <ul style="list-style-type: none"> <li>• receive a 100% refund for canceling spring second 7-week session classes</li> <li>• add spring second 7-week session classes without instructor approval</li> </ul>
<b>April 2016</b>		
1	Friday	April graduation application deadline for graduate & professional students (monthly clearances only)

3	Sunday	Last day to: <ul style="list-style-type: none"> <li>• receive a 50% refund for 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 (AF or S/N) in spring second 7-week session classes</li> </ul>
4	Monday	Last day to cancel spring full semester classes without college approval
12	Tuesday	May and summer term registration begins for students admitted to degree or certificate programs
14	Thursday	Fall registration begins for students admitted to degree or certificate programs
17	Sunday	Last day to cancel spring second 7-week session classes without college approval
19	Tuesday	May and summer term registration opens for non-degree and visiting students
30	Saturday	Federal financial aid priority deadline for continuing students
<b>May 2016</b>		
1	Saturday	May graduation application deadline for graduate & professional students (monthly clearances only)
6	Friday	Last day of instruction for spring full semester and second 7-week session classes Fall registration opens for non-degree and visiting students
7-8	Sat.-Sun.	Study days
9-14	Mon.-Sat.	Final examinations
14	Saturday	Last day of final examinations and spring semester
23	Monday	May session and summer 14-week classes begin
30	Monday	University closed (Memorial Day holiday)
<b>June 2016</b>		
1	Wednesday	June graduation application deadline for graduate & professional students (monthly clearances only)
6	Monday	Last day to apply for undergraduate summer term graduation
10	Friday	Last day of instruction for May session
13	Monday	Summer 10-week, 8-week, 6-week and first 4-week sessions begin
<b>July 2016</b>		
1	Friday	July graduation application deadline for graduate & professional students (monthly clearances only)
4	Monday	University closed (Independence Day holiday)
8	Friday	Last day of instruction for summer first 4-week session classes
11	Monday	Summer second 4-week session begins
<b>August 2016</b>		
1	Monday	August graduation application deadline for graduate & professional students (monthly clearances only)
5	Friday	Last day of instruction for summer 8-week and second 4-week session classes
19	Friday	Last day of instruction for summer 13-week and 10-week classes

# Cancel/add change & refund deadlines, fall 2015

## 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. 14	None (class/credits deleted from transcript)	None	Allowed
75% refunded Sept. 15-21	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
50% refunded Sept. 22-28	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
25% refunded Sept. 29-Oct. 5	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Oct. 6-Nov. 16	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Nov. 17-Dec. 16	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

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Sept. 14	None (class/credits deleted from transcript)	None	Allowed
50% refunded Sept. 15-21	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Sept. 22-Oct. 5	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Oct. 6-26	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

## 2<sup>ND</sup> 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 Oct. 27-Nov. 2	None (class/credits deleted from transcript)	None	Allowed
50% refunded Nov. 3-9	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Nov. 10-23	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Nov. 24-Dec. 16	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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## Fall 2015

**Graduate Teaching Assistants**—If you begin your employment at the start of the semester, but receive your first paycheck after the first billing due date, you will not be assessed a late fee on your first bill. A list of job codes that are eligible for this benefit is available [http://onestop.umn.edu/finances/pay/where\\_when\\_how/dates/documents/GradAsst\\_Fellowjobcodes.pdf](http://onestop.umn.edu/finances/pay/where_when_how/dates/documents/GradAsst_Fellowjobcodes.pdf).

**Degree-seeking students**— To avoid installment and late fees, pay your bill in full by the first due date. You are eligible for the installment plan. For a \$20 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 amount due as stated on your billing statement by the due date, you will be charged a \$40 late payment fee and a hold will be placed on your record.

**Installment fees**—If you are eligible, for a \$20 payment plan fee, you may sign up to pay your tuition and other charges in up to three installments.

**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>.

**Non-degree students**—You are required to pay your tuition and other charges in full by the first due date.

	Billing date	Due date
1st statement	September 5	September 19
2nd statement	October 5	October 19
3rd statement	November 5	November 19
<b>Billing dates for new charges and/or past due balances</b>		
4th statement	December 5	December 19
5th statement	December 28	January 11

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

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.

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 2015	Spring 2016
<b>Biological Sciences</b>	Priority: March 2, 2015 Final: June 1, 2015	October 1, 2015
<b>Clinical Laboratory Sciences</b>	Priority: February 2, 2015 Final: June 15, 2015	No spring admission
<b>Continuing Education</b>	Priority: March 2, 2015 Final: August 1, 2015	Priority: October 1, 2015 Final: December 1, 2015
<b>Dental Hygiene</b>	January 10, 2015	No spring admission
<b>Design</b>	Priority: March 2, 2015 Final: August 1, 2015	Priority: October 1, 2015 Final: December 1, 2015
<b>Education and Human Development</b>	Priority: March 2, 2015 Final: July 1, 2015	Priority: October 1, 2015 Final: December 1, 2015
<b>Food, Agricultural, &amp; Natural Resource Sciences</b>	Priority: March 2, 2015 Final: June 1, 2015	Priority: October 1, 2015 Final: December 1, 2015
<b>Liberal Arts</b>		
<b>Undergraduates</b>	Priority: March 2, 2015 Final: June 1, 2015	Priority: October 1, 2015 Final: December 1, 2015
<b>Management, Carlson School of</b>		
<b>Undergraduates</b>	March 2, 2015	No spring admission
<b>Mortuary Science</b>	Priority: February 2, 2015 Final: August 15, 2015	No spring admission
<b>Nursing</b>	February 2, 2015	No spring admission
<b>Science &amp; Engineering</b>		
<b>Undergraduates</b>	Priority: March 2, 2015 Final: June 1, 2015	Limited spring transfer admission to CSE is available for current University students with preference for students who are eligible for admission directly to their major (upper division) program.  October 1, 2015



# 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 Degree via MyU: Academics: Degree Progress.

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

## UNDERGRADUATE DEADLINES

Semester	Deadline
Fall 2015	September 22, 2015
Spring 2016	February 2, 2016
Summer term 2016	June 6, 2016

## GRADUATE EDUCATION DEADLINES

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

- Submit your Application for Degree on or before the first day 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 is available via MyU: Academics: Degree Progress and more detailed instructions are available at <https://www.grad.umn.edu/current-students-graduate-student-services-progress/application-degree>.

## 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 [MyU: My Finances](#).**



# 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 2015 FINAL EXAM SCHEDULE	
Class time	Exam time
8:00–8:59 a.m. MWF	4:00-6:00 p.m., Saturday, December 19
8:00–8:59 a.m. TTh	10:30 a.m.-12:30 p.m., Tuesday, December 22
9:00–9:59 a.m. MWF	10:30 a.m.-12:30 p.m., Saturday, December 19
9:00–9:59 a.m. TTh	1:30-3:30 p.m., Monday, December 21
10:00–10:59 a.m. MWF	1:30-3:30 p.m., Wednesday, December 23
10:00–10:59 a.m. TTh	8:00-10:00 a.m., Wednesday, December 23
11:00–11:59 a.m. MWF	10:30 a.m.-12:30 p.m., Monday, December 21
11:00–11:59 a.m. TTh	1:30-3:30 p.m., Friday, December 18
12:00–12:59 p.m. MWF	10:30 a.m.-12:30 p.m., Friday, December 18
12:00–12:59 p.m. TTh	8:00-10:00 a.m., Tuesday, December 22
1:00–1:59 p.m. MWF	1:30-3:30 p.m., Saturday, December 19
1:00–1:59 p.m. TTh	8:00-10:00 a.m., Monday, December 21
2:00–2:59 p.m. MWF	8:00-10:00 a.m., Friday, December 18
2:00–2:59 p.m. TTh	10:30 a.m.-12:30 p.m., Wednesday, December 23
3:00–3:59 p.m. MWF	8:00-10:00 a.m., Saturday, December 19
3:00–3:59 p.m. TTh	1:30-3:30 p.m., Tuesday, December 22

## \* FALL 2015 COMMON EXAMINATIONS

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

### Thursday, December 17

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.
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	3113	1:30–3:30 p.m.
Math	1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371, 1372, 1571H, 2243, 2263, 2373, 2374, 2573H, 3592H	1:30–4:30 p.m.
PSTL	0722, 0732, 1004, 1006	10:30 a.m.–12:30 p.m.
PubH	3001, 3003, 3004	6:30–9:30 p.m.
SCO	2550	8:00–10:00 a.m.

### Saturday, December 19

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.

### Monday, December 21

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

### Tuesday, December 22

Phys	1101W, 1201W, 1301W, 1302W	6:30–9:30 p.m.
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## \* FALL 2015 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 with the Exception to Official Examination form (ASR 163) by **October 15** 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:

AEM 2011, 2012, 2021, 3031
Math 1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371, 1372, 1571H, 2243, 2263, 2373, 2573H, 2374, 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 **October 15**. Notification of room assignments for all ASR 123 forms received by **October 15** will be sent to departments on or before **October 31**.

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.