

**UNDERGRADUATE EXAM SCHEDULE
SPRING 2024**

TO: All Undergraduate Faculty
FROM: Deborah Miller, Director of Records

Students can access grades via Self-Service the next business day after grades are submitted. Courses appearing without grades indicate grades have not been processed.

**STUDY DAY – APRIL 30, 2024
(Exams are allotted three hours)**

EXAM DAY	TIME	CLASSES SCHEDULED
Wednesday, May 1	9:00 a.m.	Classes which meet Monday 1:00 p.m.
	1:00 p.m.	Classes which meet Monday 3:00 p.m., and Wednesday only 3:00 p.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 6:00/6:30 p.m., and Wednesday only 6:00/6:30 p.m.
Thursday, May 2	9:00 a.m.	Classes which meet Tuesday 9:25 a.m.
	1:00 p.m.	Classes which meet Tuesday 10:50 a.m.
	6:30 p.m.	Classes which meet Tuesday and Thursday 6:00/6:30 p.m., and Thursday only 6:00/6:30 p.m.
Friday, May 3	9:00 a.m.	Classes which meet Monday 2:00 p.m.
	1:00 p.m.	Classes which meet Monday 9:00 a.m.
	6:30 p.m.	Classes which meet Monday 10:00 a.m.
Saturday, May 4	9:00 a.m.	Classes which meet Monday 8:00 a.m.
	1:00 p.m.	Classes which meet Monday 4:00/4:30/5:00 p.m., and Wednesday only 4:30/5:00 p.m.
Monday, May 6	9:00 a.m.	Classes which meet Monday 12:00 p.m.
	1:00 p.m.	Classes which meet Monday 11:00 a.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 8:00 p.m., and Monday only 6:00/6:30 p.m.

General Notes

- The instructor of the course serves as the proctor of the exam. If it is necessary to obtain a substitute proctor, please make the necessary arrangements with your department chair and inform the appropriate Dean.
- The exam is held in the same room in which the class regularly meets unless other arrangements are made with the Records Office (410-617-2263).
- To eliminate any confusion, please discuss your exam date, time, and location with your students.
- Faculty teaching courses that do not fall into any of the time categories should contact the Records Office (410-617-2263).
- Conflicts should be resolved with the instructor involved. If this is not possible, please consult the department chair.
- Students must obtain the approval of their instructor to change an exam date or time.
- **FINAL**