

## MEMORANDUM

TO: All Faculty (Full-time and Part-time), Administrators and Mid-Managers

FROM: Dr. Angela Latham, Vice President  
Academic Affairs

RE: **FINAL EXAMINATION SCHEDULE (*REVISED*)**

DATE: January 20, 2010

Note that two-hour examinations in all courses will be held in the regular classroom according to the exam-time schedule presented on the following pages. Any variation from this schedule requires the approval of your chairperson/coordinator and the area dean.

All courses with lecture and lab or discussion groups will have exams in the lecture section according to the schedule. Please make internal departmental arrangements for help in proctoring any group over 50.

**ALL INSTRUCTORS SHOULD CAREFULLY NOTE EXAMINATION TIMES IN EACH COURSE SECTION TAUGHT AND ANNOUNCE THEM AT LEAST TWICE.**

Due to the final exam schedule, there may be a few time conflicts. Instructors involved with the time conflict will be contacted by letter and given an alternate schedule.

**NO INSTRUCTOR IS TO HOLD FINAL EXAMINATIONS AT HOURS OTHER THAN SCHEDULED EXCEPT AS APPROVED BY THE AREA DEAN AND THE INSTRUCTIONAL PLANNING OFFICE (X 3415).**

Final grades and daily attendance records are to be delivered in person to the Grades Office, Room B-216E by 4:00 pm on Friday, May 21, 2010.

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Final Exam Schedules are posted on the  
Triton Intranet at the URL below.

**Spring 2010**

**[http://trojans.triton.edu/departments/acad\\_affairs/](http://trojans.triton.edu/departments/acad_affairs/)**

## DIRECTIONS FOR USE:

- 1) Find the **TIME INTERVAL** during which your class **BEGINS** on the associated day(s) of the week
- 2) Read columns 2 & 3 for EXAM TIME and DATE

REGULAR CLASS BEGINS:	EXAM TIME	DATE
Between 6:00 a.m. and 7:45 a.m. on M, MTW, MTHF, MW, MWF, W, F, DAILY	8:00-9:50 a.m.	Monday May 17
Between 6:00 a.m. and 7:45 a.m. on T, TH, H, MTWH	8:00-9:50 a.m.	Tuesday May 18
Between 7:50 a.m. and 8:45 a.m. on M, MW, MWF, MF, W, WF, F, DAILY	8:00-9:50 a.m.	Friday May 14
Between 7:50 a.m. and 8:45 a.m. on T, TWH, TWHF, TH, TF, THF, H, MTWH	8:00-9:50 a.m.	Thursday May 13
Between 8:50 a.m. and 9:45 a.m. on M, MTW, MW, MF, MWH, MWF, W, WH, WF, F, DAILY	10:00-11:50 a.m.	Monday May 17
Between 8:50 a.m. and 9:45 a.m. on T, TWH, TH, THF, H, HF, MTWH	10:00-11:50 a.m.	Tuesday May 18
Between 9:50 a.m. and 10:55 a.m. on M, MTW, MW, MWH, MWF, W, WF, F, DAILY	10:00-11:50 a.m.	Friday May 14
Between 9:50 a.m. and 10:55 a.m. on T, TWH, TH, THF, H, HF, MTWH	10:00-11:50a.m.	Thursday May 13
Between 11:00 a.m. and 11:55 a.m. on M, MTW, MW, MWF, MF, WF, W, F, DAILY	12:00-1:50 p.m.	Monday May 17
Between 11:00 a.m. and 11:55 p.m. on T, TH, THF, H, MTWH	12:00-1:50 p.m.	Tuesday May 18
Between Noon and 12:55 p.m. on M, MTW, MW, MF, MWH, MWF, W, WF, F, DAILY	12:00-1:50 p.m.	Friday May 14
Between Noon and 12:55 p.m. on T, TH, THF, H, MTWH	12:00-1:50p.m.	Thursday May 13
Between 1:00 p.m. and 1:55 p.m. on M, MTW, MW, MWF, MF, W, WH, WF, F, DAILY	2:00-3:50 p.m.	Monday May 17

## REGULAR CLASS BEGINS

Between 1:00 p.m. and 1:55 p.m.  
on T, TH, THF, H, MT, MTWH

## EXAM TIME

2:00-3:50 p.m.

## DATE

Tuesday  
May 18

Between 2:00 p.m. and 2:55 p.m.  
on M, MW, MWH, MWF, W, WH, WF, F, DAILY

2:00-3:50 p.m.

Friday  
May 14

Between 2:00 p.m. and 1:55 p.m.  
on T, TH, THF, H, MT, MTWH

2:00-3:50 p.m.

Thursday  
May 13

Between 3:00 p.m. and 3:55 p.m.  
on M, MW, MWF, W, WF, F, DAILY

4:00-5:50 p.m.

Monday  
May 17

Between 3:00 p.m. and 3:55 p.m.  
on T, TH, THF, H, MT, MTWH

4:00-5:50 p.m.

Tuesday  
May 18

Between 4:00 p.m. and 4:55 p.m.  
on M, MTW, MW, MWF, W, WF, F, DAILY

4:00-5:50 p.m.

Friday  
May 14

Between 4:00 p.m. and 4:55 p.m.  
on T, TH, THF, H, MT, MTWH

4:00-5:50 p.m.

Thursday  
May 13

Between 5:00 p.m. and 5:55 p.m.  
on M, MW, MWF, W, WF, F, DAILY

6:00-7:50 p.m.

Monday  
May 17

Between 5:00 p.m. and 5:55 p.m.  
on T, TH, THF, H, MT, MTWH

6:00-7:50 p.m.

Tuesday  
May 18

Between 6:00 p.m. and 6:25 p.m.  
on M, MW, MWF, W, WF, DAILY

6:00-7:50 p.m.

Friday  
May 14

Between 6:00 p.m. and 6:25 p.m.  
on T, TH, THF, H, MT, MTWH

6:00-7:50 p.m.

Thursday  
May 13

After 6:25 p.m.  
on W, MW, MTW, MTWH

8:00-9:50 p.m.

Monday  
May 17

After 6:25 p.m.  
on T, TWH, TF

8:00-9:50 p.m.

Tuesday  
May 18

After 6:25 p.m.  
on MWF, WF, F

8:00-9:50 p.m.

Friday  
May 14

After 6:25 p.m.  
on H, TH, MH

8:00-8:50 p.m.

Thursday  
May 13

After 6:00 p.m. on M &  
All day on Saturday &  
All day on Sunday

LAST CLASS SESSION