

# LINCOLN TRAIL COLLEGE

*An Illinois Eastern Community College*

11220 State Highway 1 • Robinson, IL 62454-5707 • 618 544-8657

DATE: November 6, 2018

TO: LTC Spring Semester 2019 Instructors

FROM: Brent Todd, Dean of Instruction *BLT 11/6/18*

SUBJECT: **SPRING SEMESTER 2019 FINAL EXAM SCHEDULE**

Outlined below is the schedule for final examinations to be administered to the Spring Semester 2019 classes.

*Use the first day the class meets during the regular week to find the class on the exam schedule.  
Example – 8 am MWF class –look for 8 am Monday on schedule. Exam will be given May 6 at 8 am.*

### DAY CLASSES

Day exam will be given.→	<b>May 6 MONDAY</b>	<b>May 7 TUESDAY</b>	<b>May 8 WEDNESDAY</b>	<b>May 9 THURSDAY</b>
8 - 10 am↓ (time of exam)	Classes which regularly meet 8:00 am Monday 8:30 am Monday	8:00 am Tuesday	9:00 am Monday 9:30 am Monday	9:00 am Tuesday 9:20 am Tuesday 9:30 am Tuesday **Make-up Exams
10 - 12 Noon	10:00 am Monday 10:30 am Monday	10:00 am Tuesday 10:30 am Tuesday	10:00 am Wednesday 11:00 am Monday 11:30 am Monday	11:00 am Tuesday 11:30 am Tuesday
12 - 2 pm	12:00 pm Monday	12:00 pm Tuesday 12:30 pm Tuesday	1:00 pm Monday 1:30 pm Monday	1:00 pm Tuesday 1:20 pm Tuesday 1:30 pm Tuesday
2 - 4 pm	2:00 pm Monday	2:00 pm Tuesday	3:00 pm Monday 3:30 pm Monday *Times not scheduled.	3:00 pm Tuesday **Make-up Exams

\*\* This examination time will be for any day classes that do not have an exam time included in this chart.

**Please announce in advance the day and exam time for each of your classes. Students who have two exams scheduled for the same time should discuss the conflict with their instructors. They may meet with the Dean of Instruction if the time conflict cannot be resolved.**

**Students with more than three exams in one day may request that one of their exams be scheduled on another exam date. Students should discuss this with their instructors. They may meet with the Dean of Instruction if necessary.**

### EVENING CLASSES

Classes after 4 pm will have the final exam on the last night of the regularly scheduled session beginning May 6 through Wednesday, May 8. Classes scheduled for Thursday evenings will have their final on Thursday, May 2<sup>nd</sup>.

There will be **no** exceptions to this schedule unless authorized by the Dean of Instruction.

**Spring final grades need to be entered into Entrata by midnight on May 09, 2019.**

