

To: IECC Faculty
 From: Cyndi Boyce
 Date: May 2, 2024
 Subject: Final Exam Schedule – Fall 2024

The end of the semester is a demanding time for students, faculty, and staff. The published Final Exam Schedule assists the College in maintaining order during this crucial part of the semester and, for this reason, it is important that students and faculty adhere to that schedule. Per the Academic Calendar, IECC will administer its Fall 2024 final examinations from Monday, December 9th to Thursday, December 12th. **Faculty should publish the dates of final exams in each course syllabus as described in the “Course Syllabus Template” document.**

Final Exam Schedule Changes

Students may request exceptions to the Final Exam Schedule if they: 1) have three or more exams in the same day, 2) have two or more exams that overlap, or 3) have other extenuating circumstances for which they can provide documentation. Students **should not** make requests to change their final exams to end the semester early, take vacations, or participate in other non-College or personal activities. Faculty should direct students requesting final exam schedule changes to the Office of the Dean of Instruction. **Students should not take (nor should faculty be expected to prepare) the final exam prior to the completion of the last class day.** Instead, students requesting to take a final exam before the last class period should pursue a grade of Incomplete or speak with the Dean of Instruction.

Final Exam Schedule – Fall 2024

To identify the time of a final exam, find the first day and time that the class met during the regular week on the following schedule. The top row indicates the day and the left column indicates the time of the final exam. For example, an 8:00 MWF class holds its final exam on Monday, December 9th from 8:00-10:00 a.m. and a 9:00 MWF class holds its final exam on Wednesday, December 11th at 8:00 a.m.

Day exam to be given → Time exam to be given ↓	Dec 9 MONDAY	Dec 10 TUESDAY	Dec 11 WEDNESDAY	Dec 12 THURSDAY
8:00-10:00 a.m.	Classes that begin at: 8:00 a.m. on Mondays 8:30 a.m. on Mondays	Classes that begin at: 8:00 a.m. on Tuesdays 8:30 a.m. on Tuesdays 8:00 a.m. on Thursdays	Classes that begin at: 9:00 a.m. on Mondays 9:30 a.m. on Mondays 9:00 a.m. on Weds	Classes that begin at: 9:30 a.m. on Tuesdays 9:30 a.m. on Thursdays 9:00 a.m. on Thursdays **Make-up Exams
10:00 a.m.-Noon	Classes that begin at: 10:00 a.m. on Mondays 10:30 a.m. on Mondays	Classes that begin at: 9:00 a.m. on Tuesdays 10:00 a.m. on Tuesdays 10:30 a.m. on Tuesdays	Classes that begin at: 10:00 a.m. on Wed. 11:00 a.m. on Mondays 11:30 a.m. on Mondays	Classes that begin at: 11:00 a.m. on Tuesdays 11:30 a.m. on Tuesdays
12:00-2:00 p.m.	Classes that begin at: 12:00 p.m. on Mondays 12:30 p.m. on Mondays	Classes that begin at: 12:00 p.m. on Tuesdays 12:30 p.m. on Tuesdays	Classes that begin at: 11:00 am on Wed. 1:00 p.m. on Mondays 1:30 p.m. on Mondays	Classes that begin at: 1:00 p.m. on Tuesdays 1:30 p.m. on Tuesdays
2:00-4:00 p.m.	Classes that begin at: 9:00 a.m. on Fridays 2:00 p.m. on Mondays 2:30 p.m. on Mondays	Classes that begin at: 2:00 p.m. on Tuesdays 2:30 p.m. on Tuesdays	Classes that begin at: 3:00 p.m. on Mondays 3:30 p.m. on Mondays *Times not scheduled	Classes that begin at: 3:00 p.m. on Tuesdays 3:30 p.m. on Tuesdays **Make-up Exams

Block Scheduled Classes

Classes scheduled in block format, such as Nursing, CTE, and courses that meet once per week, will take the final exam at their regular class time on the final exam weekday. For example, a class that meets on Mondays from 9am to 11:40am will take the exam on Monday, December 9th at 9am.

Evening Classes

Classes beginning at 4:00 p.m. or after during the semester hold their final exams at their regular class time on the final exam weekday that corresponds to the first class period of each week during the regular semester. For example, a class that meets at 6:00 p.m. on Tuesdays and Thursdays during the semester will hold its final exam on Tuesday, December 10 at 6:00 p.m. Classes with their first session each week on Wednesdays at 4:00 p.m. or after will meet on Wednesday, December 11 at their regularly scheduled class time.

Online Courses

Final exams in online courses may be asynchronous or synchronous; however, faculty should be consistent. If the instructor taught the online course asynchronously, the final exam also should be asynchronous. *Synchronous* final exams follow the published Final Exam Schedule. **Asynchronous exams should not be available to students earlier than the first day of the Final Exam Schedule.** Additionally, **asynchronous** final exams should be available to students over multiple days during finals week OR available for access over an entire day. **Students taking online asynchronous exams should be allowed two hours to complete the final once they access the exam.**

Grade Due Date

Fall 2024 course grades need to be entered into Entrada by 8 a.m. on Friday, December 13, 2024.