

# Spring Final Exam Policy

Effective beginning Spring 2018

## WHERE TO SEE FINAL EXAM TIMES

Final exams are viewable by Faculty in their MyCSUSM Faculty Center once they are assigned to classes. See screenshot at right.

Students can view their finals in their MyCSUSM Student Center.

Spring Finals go from Saturday to Thursday of finals week – see the appropriate [Academic Calendar](#) for Finals Dates.

Final exam times will no longer be available in a digital document format. Please view via your MyCSUSM or they can be searched in 25Live.

## TIME BLOCKS FOR FINAL EXAMS

A two-hour examination period has been scheduled for each class that is meeting two or more hours per week, when the catalog indicates that a final is needed. Finals are scheduled in same classroom as the section meets during semester.

07:00 AM - 09:00 AM
09:15 AM - 11:15 AM
11:30 AM - 01:30 PM
01:45 PM - 03:45 PM
04:00 PM - 06:00 PM
06:15 PM - 08:15 PM
08:30 PM - 10:30 PM

Classes may NOT meet finals week during their regularly scheduled class meeting time. Final time periods for each day of finals week are the same and are displayed at left.

## CHANGING FINAL EXAM

The [Finals Change by Faculty Request Form](#) may be completed to change final exam day, time, or location – a change or addition of a final exam time must be approved by the Dean of the College under which the course is taught and a survey of the students should be done to make sure they do not have conflicting finals. If you are requesting a time change, please copy and paste the email approval from your Dean's Office in the comments box on the form. If you will not have a final time in-person during your final time, please fill out the [Finals Change by Faculty Request Form](#), without the dean's email, and select the "No In-Class Final (i.e. final paper/project instead of exam)" for type of change requested. This will then be displayed in both your own and your students MyCSUSM.

## OTHER INFORMATION

- For those campus individuals that need a batch of class final exam times, use the PeopleSoft query: SMO\_SEA\_FULLSCHED\_FINALS
- See [Final Exam Conflict Policy](#) if you or your students have overlapping finals.
- Email [acdsched@csusm.edu](mailto:acdsched@csusm.edu) if there are any difficulties or additional needs in relation to final exams.

The screenshot displays the MyCSUSM Faculty Center interface. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below this, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The main content area shows the 'My Teaching Schedule' for Spring 2018 at Cal State San Marcos. A callout box points to the 'Spring 2018' term, stating 'Make sure the correct term is showing'. The teaching schedule table includes columns for Class, Class Title, Enrolled, Days & Times, Room, Room Capacity, and Class Dates. A second callout box points to the 'Exam Schedule' section, stating 'The Exam Schedule shows whether a faculty's assigned classes have a final. If a final exam does not show, it does not exist.' The exam schedule table below has columns for Class, Class Title, Exam Date, Exam Time, Exam Room, and Enrolled.

Class	Class Title	Enrolled	Days & Times	Room	Room Capacity	Class Dates
GEL 101-01 (21276)	THE STD,UNIV,COMMUNITY (Lecture)	35	TuTh 10:30AM - 11:45AM	Academic Hall 406	36	Jan 22, 2018- May 11, 2018
GEL 101-02 (21279)	THE STD,UNIV,COMMUNITY (Lecture)	35	TuTh 1:00PM - 2:15PM	Academic Hall 406	36	Jan 22, 2018- May 11, 2018
KINE 110-01 (21131)	YOGA (Activity)	37	Tu 9:00AM - 9:50AM	Arts Building 101	85	Jan 23, 2018- Jan 23, 2018
KINE 316-902 (23206)	(Lecture)			Arts Building 101	164	Jan 24, 2018- May 11, 2018
KINE 316-903 (23209)	(Lecture)			Arts Building 101	999	Jan 22, 2018- May 11, 2018
				Arts Building 101	999	Jan 22, 2018- May 11, 2018
				Arts Building 101	999	Jan 22, 2018- May 11, 2018
				Arts Building 101	999	Jan 22, 2018- May 11, 2018

  

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
KINE 110-01 (21131)	YOGA (Activity)	5/15/2018, Tuesday	11:30AM - 1:30PM	Arts Building 101	37
GEL 101-02 (21279)	THE STD,UNIV,COMMUNITY (Lecture)	5/15/2018, Tuesday	1:45PM - 3:45PM	Academic Hall 406	35
GEL 101-01 (21276)	THE STD,UNIV,COMMUNITY (Lecture)	5/16/2018, Wednesday	7:00AM - 9:00AM	Academic Hall 406	35