



University of South Florida  
Academic Space Planning & Assignment  
Guide to Fall 2016 Final Exams- **Tampa Campus**

**FINAL EXAM WEEK**

<b>Wed</b> <b>Nov 30</b> <b>READING</b> <b>DAY</b>	<b>Thurs</b> <b>Dec 1</b> <b>READING</b> <b>DAY</b>	<b>Sat</b> <b>Dec 3</b> <b>BLOCK</b> <b>FINALS</b>	<b>Sun</b> <b>Dec 4</b> <b>ONLINE</b> <b>FINALS</b>	<b>Mon</b> <b>Dec 5</b> <b>STANDARD</b> <b>FINALS</b>	<b>Tues</b> <b>Dec 6</b> <b>STANDARD</b> <b>FINALS</b>	<b>Wed</b> <b>Dec 7</b> <b>STANDARD</b> <b>FINALS</b>	<b>Thurs</b> <b>Dec 8</b> <b>STANDARD</b> <b>FINALS</b>
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**INSTRUCTIONS FOR FINAL EXAMS**

**For Instructors:**

- Effective Spring 2016, two days in advance of final exam week will be designated as Reading Days. Students should not be assigned effort other than to prepare for their final examinations during these two days.
- If you have a conflict or a question, please contact the Academic Space Planning & Assignment at 813-974-2461 or by email at [centralspaceoffice@usf.edu](mailto:centralspaceoffice@usf.edu).
- All review sessions must be scheduled BEFORE exam week begins.
- If a class does not meet at one of the time blocks listed on the matrix, the instructor should contact the Space Office by phone at 813-974-2461 or by email at [centralspaceoffice@usf.edu](mailto:centralspaceoffice@usf.edu) to obtain a room assignment. The instructor is responsible for notifying students of the scheduled exam time and assigned room.
- Common Finals MUST be scheduled only during the specified Block Examination periods on Saturday.
- When time-of-class examinations conflict, the course with the higher number will take priority. Instructors giving make-up exams will make the necessary adjustments.
- Saturday classes must schedule their final exams with the Academic Space Planning & Assignment Office.

**Regional Campuses:**

USF Sarasota-Manatee:

<http://usfsm.edu/wp-content/uploads/2014/03/NEW-Exam-Schedule.pdf>

USF St. Petersburg: <http://www.stpete.usf.edu/academics/documents/USFSPMATRIX.doc>

Revised 9/8/2016

## BLOCK EXAMINATIONS

Block Examinations are scheduled below. Please check the course numbers to see the date and time of your Block Examination. Departments are responsible for the room assignments for their exams. Distance Learning instructors should contact the Academic Space Planning & Assignment Office for room assignments.

EXAM DATE	TIME	COURSES
Saturday, Dec 3	7:30am – 9:30am	ACG 2021 (day sections only; excludes section 099), CHM 2045, FIN 3403 (excludes section 020)
	10:00am – 12:00pm	ACG 2071 (excludes section 099), ARA 2220, CHM 2046, CHM 2210L, CHM 2211L, COP 3514, EGN 3311, FRE 1120, GER 1120, SPN 1120
	12:30pm – 2:30pm	ARA 1120, BCH 3053, CGS 2100 (excludes section 020), CHM 2023, EGN 1113, EML 3035, FRE 1121, GER 1121, ITA 1120, JPN 1120, LAT 1120, RUS 1120, SPN 1121
	3:00pm – 5:00pm	COP 4530, EEL 6022, EEL 6534, GER 2200, JPN 2220, QMB 2100, SPC 2608
	5:30pm – 7:30pm	CDA 3103, CHM 2210, CHM 2211, QMB 3200
	8:00 pm – 10:00 pm	
Sunday, Dec 4 (distance learning)	7:30am – 9:30am	
	10:00am – 12:00pm	ASL 2140C, BSC 1005-700, COP 3515, ECO 1000-020, EGN 3443, PSY 2012.011-012
	12:30pm – 2:30pm	ASL 2150C, BSC 1020-799, FRE 1120, FRE 1121, PCB 3063-799, PCB 4234-799
	3:00pm – 5:00pm	EGN 3615, PCB 3023-799
	5:30pm – 7:30pm	ACG 2071-020
	8:00 pm – 10:00 pm	BUL 3320-020

All other classes not covered in the Block Examination Schedule will follow the matrix below.  
Your examination will be held in the classroom your class normally meets in during the term.

EXAM DAY	EXAM TIME	MULTIPLE DAY PATTERNS	SINGLE DAY PATTERNS
Monday, Dec 5	7:30am – 9:30am	MW 8:00am – 9:15am	
	10:00am – 12:00pm	MW 11:00am – 12:15pm	
	12:30pm – 2:30pm	MW 2:00pm – 3:15pm	
	3:00pm – 5:00pm	MW 5:00pm – 6:15pm	
	5:30pm – 7:30pm	MW 6:30pm – 7:45pm	M 5:00 – 7:45pm, M 6:30 – 9:15pm
	8:00 pm – 10:00 pm	MW 8:00pm – 9:15pm	
Tuesday, Dec 6	7:30am – 9:30am	TR 8:00am – 9:15am	
	10:00am – 12:00pm	TR 11:00am – 12:15pm	
	12:30pm – 2:30pm	TR 2:00pm – 3:15pm	
	3:00pm – 5:00pm	TR 5:00pm – 6:15pm	
	5:30pm – 7:30pm	TR 6:30pm – 7:45pm	T 5:00 – 7:45pm, T 6:30 – 9:15pm
	8:00 pm – 10:00 pm	TR 8:00pm – 9:15pm	
Wednesday, Dec 7	7:30am – 9:30am	MW 9:30am – 10:45am	
	10:00am – 12:00pm	MW 12:30pm – 1:45pm	
	12:30pm – 2:30pm	MW 3:30pm – 4:45pm	
	3:00pm – 5:00pm		F 8:00am – 10:45am
	5:30pm – 7:30pm		W 5:00 – 7:45pm, W 6:30 – 9:15pm
	8:00 pm – 10:00 pm		F 11:00am – 1:45pm
Thursday, Dec 8	7:30am – 9:30am	TR 9:30am – 10:45am	
	10:00am – 12:00pm	TR 12:30pm – 1:45pm	
	12:30pm – 2:30pm	TR 3:30pm – 4:45pm	
	3:00pm – 5:00pm		F 2:00pm – 4:45pm
	5:30pm – 7:30pm		R 5:00 – 7:45pm, R 6:30 – 9:15pm
	8:00pm – 10:00pm	<b>MAKE UP ALL</b>	
Friday, Dec 9	Begins at 9:00am	<b>GRADUATION</b>	

IF YOUR MEETING DAY/TIME DOES NOT APPEAR ANYWHERE ON THE MATRIX, EMAIL THE **SPACE OFFICE** AT [centralspaceoffice@usf.edu](mailto:centralspaceoffice@usf.edu) TO REQUEST A ROOM FOR YOUR EXAM.