

**Athens Technical College
Office of Student Affairs
Important Dates for Winter Quarter 2010**

Monday through Thursday Classes	Monday/Wednesday Classes	Tuesday/Thursday Classes
8 a.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 7:30 a.m. until 9:20 a.m.	8 a.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 7:30 a.m. until 9:20 a.m.	8 a.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 7:30 a.m. until 9:20 a.m.
9:15 a.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 9:30 a.m. until 11:20 a.m.	9:15 a.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 9:30 a.m. until 11:20 a.m.	9:15 a.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 9:30 a.m. until 11:20 a.m.
10:30 a.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 9:30 a.m. until 11:20 a.m.	10:30 a.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 11:30 a.m. until 1:20 p.m.	10:30 a.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 11:30 a.m. until 1:20 p.m.
12:15 p.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 11:30 a.m. until 1:20 p.m.	1:30 p.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 1:30 p.m. until 3:20 p.m.	1:30 p.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 1:30 p.m. until 3:20 p.m.
1:30 p.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 1:30 p.m. until 3:20 p.m.	3:45 p.m. class start time • Exam Date Wednesday, March 17 • Exam Time – 3:30 p.m. until 5:20 p.m.	3:45 p.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 3:30 p.m. until 5:20 p.m.
2:40 p.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 1:30 p.m. until 3:20 p.m.	6 p.m. class start time • Exam Date – Wednesday, March 17 • Exam Time – 6 p.m. until 7:50 p.m.	6 p.m. class start time • Exam Date – Tuesday, March 16 • Exam Time – 6 p.m. until 7:50 p.m.

Classes Meeting on Days/Times That Differ From the Above Schedule

- Classes that meet on Friday only will have final exams on Friday, March 12.
- Classes that meet on Saturday only will have final exams on Saturday, March 13.
- Classes that meet three days per week (i.e. Monday/Wednesday/Thursday, Tuesday/Wednesday/Thursday) should schedule exams based on the class hour of the *Monday through Thursday Classes* schedule.
- Classes that meet face-to-face one day per week have a potential room conflict on exam days. Affected instructors should check with their division dean, who will consult with the vice president for academic affairs to determine a time/day/room assignment for these classes.
- Classes that begin at different times from the “normal” class period schedule above should hold exams based on the class period time closest to the beginning of the class. For example, classes that begin at 8:30 a.m. would schedule exams based on the 8 a.m. class schedule.

Final Exam Policy

- No time and date departures from the published examination schedule should occur without the prior approval of the dean of the appropriate division and the vice president for academic affairs.

Final Exam Schedule Conflicts

- Students with three final examinations scheduled within the same calendar day or two examinations scheduled at the same time on the same day may request to reschedule one exam to the other scheduled exam day. Students with conflicts should see the dean of the division that oversees the program in which they are enrolled in order to receive assistance in coordinating their exam schedule. The Office of Academic Affairs will provide assistance to the deans.