April 8, 2010

TO:    Kathleen Montgomery, Vice Chair, AGSM
       Dan Ozer, Secretary Parliamentarian, Psychology
       Richard Arnott, Economics
       Steve Axelrod, English
       Jay Farrell, Electrical Engineering
       Christine Gailey, Women’s studies
       John Ganim, English
       George Haggerty, English
       Dan Hare, Entomology
       David Herzberger, Hispanic Studies
       Carol Lovatt, Botany and Plant Sciences
       Manuela Martins-Green, Cell Biology and Neuroscience
       Doug Mitchell, GSOE
       Len Mueller, Chemistry
       Vivian-Lee Nyitray, Religious studies
       Erik Rolland, AGSM
       John Trumble, Entomology
       Ameae Walker, Biomedical Sciences
       Albert Wang, Electrical Engineering
       Alan Williams, Earth Sciences
       Jose Wudka, Physics
       Marylynn Yates, Environmental Sciences

FR:    Tony Norman, Chair
       Riverside Division

RE:    Executive Council Agenda, April 12, 2010

This is to confirm the meeting of the Executive Council on Monday, April 12, 2010 at 1:00 p.m. to 3:00 p.m. in Room 145, 1st Floor, University Office Building.
Item

Action/Information 1:10 – 1:15

I. Approval of the April 12, 2010 Agenda and March 29, 2010 Meeting Notes.

Information 1:15 – 1:20

II. PROPOSED CHANGE IN THE BCOE REGULATION ENR2.4
The motivation for the proposed changes is that the list of majors is outdated. The proposed changes bring the list up to date

Action/Information 1:25 – 1:40

III. IGRADe GRADE SUBMISSION DEADLINE CHANGE APPROVED BY COLLEGE ASSOCIATE DEANS:
LaRae Lundgren, Bracken Dailey – College Associate Deans
Discuss the dates and deadlines used for grading and how it affects students

Action/Information 1:45 – 2:00

IV. NAMINGS – JIM SANDOVAL
To discuss the two naming requests which were reviewed by the Executive Council...one for Housing and one for the Promenade

Action/Information 2:05 – 2:10

V. GRADUATE COUNCIL UPDATE
See revised document

Action/Information 2:10 – 2:50

VI. SENATE RESPONSE TO STRATEGIC PLANNING
Chairs of the Committees that prepared a critique of the strategic planning report should be prepared to present a 2 minute summary of the important points identified by the committee to the EC

Action/Information 2:10 – 2:50

VII. LEGISLATIVE ASSEMBLY
Update from Chair Norman

ANY OTHER BUSINESS
EXECUTIVE COUNCIL MEETING
MINUTES
MARCH 29, 2010

PRESENT:
Anthony Norman, Chair
Kathleen Montgomery, AGSM, Vice Chair
Richard Arnott, Economics, Research
Jay Farrell, Electrical Engineering, BSOE Executive Committee
Christine Gailey, Women’s studies, Committees
John Ganim, English, Physical Resource Planning
Dan Hare, Entomology, Faculty Welfare
David Herzberger, Hispanic Studies, CHASS Executive Committee
Carol Lovatt, Botany and Plant Sciences, Planning and Budget
Doug Mitchell, GSOE Executive Committee
Vivian-Lee Nyitray, Religious studies, Undergraduate Admissions
Erik Rolland, AGSM Executive Committee
John Trumble, Entomology, CAP
Ameae Walker, Biomedical Sciences Executive Committee
Jose Wudka, Physics, Educational Policy
Albert Wang, Electrical Engineering, Junior Rep to the Assembly
Marylynn Yates, Environmental Sciences, CNAS Executive Committee

ABSENT:
Dan Ozer, Psychology, Secretary Parliamentarian
Steven Axelrod, English, Preparatory Education
Manuela Martins-Green, Cell Biology and Neuroscience, Sr. Rep to the Assembly
Len Mueller, Chemistry, Academic Computing
Alan Williams, Earth Sciences, Graduate Council

GUESTS:
Pat Knapik – Senate Staff Support
Professor Helen Henry

CONSENT CALENDAR:
The agenda and the minutes were accepted as written.

Naming Opportunities:
The Executive Council discussed the naming that was proposed and it was the unanimous opinion that most Americans would mispronounce the name ‘Greenock’. So given that they were provided with a map of Scotland, with many cities and towns listed therein, the
Senate Executive Council (EC) approved the name of 'Dundee'. It is felt that the name Dundee is impossible to mispronounce.

*Proposed name 'The Charter Student Promenade'*

Executive Council voted unanimously for "The Charter Class Promenade’. EC felt that it was best to identify the group of students as the ‘Charter Class’ than to just label them ‘Charter Students’.

"The School of Medicine Education Building’

The EC hopes that a hyphen will be inserted The School of Medicine-- Education Building or have the name on two lines:

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The School of Medicine
   Education Building
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*Proposed Change in Bylaw 8.20 – Committee on Research:*

The EC reviewed the proposed changes to Bylaw 8.20 and after some discussions, approved a motion to accept the bylaw with the suggested amendments below.

- Under 8.20.1 – add *one of whom will serve as a representative to systemwide Committee on Research* and delete *all*
- Under 8.20.2.2 change selection to *preselection* and add *from the campus* at the end of the sentence.

The motion passed unanimously.

*Changes in Post-Employment Benefits Research:*

Dan Hare, Chair, Faculty Welfare led the discussions on the Post-Employment Benefits Forums scheduled for April 13 and 14 at UCR. At the forum, the task force members will present the options being considered for pension and retiree health benefits.

Dr. Hare reviewed a confidential slide of what the taskforce will be proposing at the scheduled forums. Some EC members also felt that it was time for the Senate to talk about cutting the size of the UC to fit the available resources instead of expanding at the expense of the salaries and benefits. EC members were concerned that not enough faculty are aware of the impact of the discussions and that an effort should be made to ensure that enough faculty turn up at the forums. Dr. Helen Henry indicated that she was going to be visiting UC San Diego with the task force and she would try and make available whatever slides are presented at the San Diego Forum. She also mentioned that the forums will be an opportunity for faculty to present their views and agreed that it was important that as many faculty attend as possible.
English 1C:
The Chair gave a brief overview of the English 1C situation. He mentioned that one of the issues was that UCR is one of only 12 UC campuses that offer 3 quarters of English 1A, 1B and 1C. All the other campuses require only 2 quarters – those who offer 2 quarters also require some form of a writing intensive course which often has TA costs associated with it.

Related to the above issue, Prof. Vivian-Lee Nyitray – speaking as Chair of Religious Studies discussed an issue related to faculty harassment by the “Concerned Faculty” over having agreed to teach an English 1C class. She was concerned over the misinformation that was being sent around regarding English 1C.

The EC agreed to put together a small reminder to the faculty regarding civility and working together. Dr. Ameae Walker, Dr. Christine Gailey and Dr. Kathleen Montgomery agreed to draft a memo for distribution to the faculty.

Any other Business:
The Chair reminded the EC members that it was important to return their response to the Strategic Plan document and was extending the deadline date to Friday, April 1, 2010. Also, he mentioned that the Report from the Gould Commission formed in July 2009 by Board of Regents Chair Russell S. Gould, was ready for review and would be sent out soon. The Chair also reported on the Cabinet Meeting that morning and the presentation made by the Chair of the African American students. The Chair also made a presentation on the position and he is currently pursuing an individual and he is trying to put together a package that hopefully will be acceptable to the individual.

Meeting adjourned at 2:50 PM.

Respectfully submitted,

Selleya Ehlers – transcribed notes of meeting but was not present at the 3/20/10 meeting
Executive Director
Academic Senate
To be adopted:  
PROPOSED CHANGE IN THE COLLEGE OF ENGINEERING REGULATION ENR 2.4  

Present:  

ENR2.4 Major Requirements  

ENR2.4.1 The College of Engineering has approved majors in Chemical Engineering (Chemistry and Biochemistry options), Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering, and Mechanical Engineering. (Am 11 Nov 93)(Am 25 May 00)  

ENR2.4 Major Requirements  

ENR2.4.1 The College of Engineering has approved majors in Bioengineering, Business Informatics, Chemical Engineering (Biochemical, Bioengineering, Chemical and Nanotechnology options), Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering (Air Pollution Control Technology and Water Pollution Control Technology options), Mechanical Engineering (Design and Manufacturing, Energy and Environment, General Mechanical Engineering, and Mechanical of Materials and Structures concentrations), and Material Sciences and Engineering. (Am 11 Nov 93)(Am 25 May 00)  

Proposed:  

Justification:  
The motivation for the proposed changes is that the list of majors is outdated. The proposed changes bring the list up to date.  

Approved by College of Engineering Executive Committee: April 2, 2010  

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: April 6, 2010  

Endorsed by the Executive Council:
Academic Dismissal Process  
March 2010

Previous Timeline and Structure
1. **Grading** – iGrade opens for faculty the last week of instruction and is available for grading through 5:00 pm on the Thursday following Finals. The grade process in SIS including assignment of “GD” for grades not submitted, GPA calculation, and academic action assignment runs Friday night.

2. **College Initial Review** – Once the grading process runs in SIS, the College Office runs reports and finalizes their list of dismissals. The Colleges review each dismissal individually to determine if the dismissal decision is appropriate; emails to those students are sent providing an opportunity for an appeal.
   a. CHASS – 8-9 days for the appeal
   b. CNAS – a week to a week and a half for the appeal; the deadline appears to usually land on Friday of 2nd week
   c. BCOE – week and a half to two weeks for the appeal; the deadline is always Friday of 2nd week
   d. SoBA – 5 business days for the appeal

3. **Appeals Process** – Associate Deans review with the College Office any submitted appeals. Associate Deans meet with students individually where appropriate. Final decisions related to official dismissals are then made. Due to their varying timelines for appeals, the final list is submitted to the Registrar's Office usually somewhere between 2nd and 3rd week of the subsequent quarter.

4. **Registrar Process** – The Registrar's Office receives the dismissal lists from each college via email. The student accounts are updated. The Registrar’s Office must process all dismissals by 5:00 p.m. on Friday of 3rd week of instruction (census date).

Issues Associated with Previous Timeline and Structure
1. **Quarter system time frame** – Within the quarter system, there are minimal administrative days between fall and winter quarter and winter and spring quarter. This impacts the ability to make dismissal decisions prior to the subsequent quarter. This became an even greater issue this year for fall 2009 and winter 2010 due to campus closures for the furlough program.
2. **Financial aid** – When a student is officially dismissed (usually during 3rd week of the subsequent quarter), he/she has already received the financial aid refund for the current quarter. Collecting this money from the student can be challenging once they are separated from the institution.

3. **Housing** - Due to the current timeline, students are not notified of their dismissal until either right before or three weeks into the subsequent quarter. Therefore, they have already been allocated a dorm room.

4. **Student’s financial concern regarding Extension** – Due to the current economic climate, the Registrar's Office has seen an increase in the number of students and staff from Extensions who are calling and needing the dismissals to be processed sooner so the student can receive the refund in order to pay their fees at Extensions.

5. **Enrollment management** – Due to the fact that these students are not officially dismissed until the end of third week, their registered seats cannot be “given” to any other student.

6. **Impact of “GD”s** – There is potential that a move in the grading deadline will increase the volume of “GD”s on the student records. This impacts the ability for the colleges to process dismissals because they cannot confirm a dismissal if the grade in the course could potentially change the outcome.

7. **Consideration of processing dismissals prior to appeal process** – There may be room to consider the student dismissals that are rescinded during the appeals process. If the percentage of student dismissals is low enough, the risk might be appropriate to consider processing dismissals prior to the appeals process.
New Academic Dismissal Timeline and Process
As Approved by College Associate Deans Winter 2010

Spring 2010

Saturday, June 5, 2010 – Start of Final Exams
Friday, June 11, 2010 – Last day of Final Exams
Tuesday, June 15, 2010 (5:00 pm) – Faculty Grade Submission Deadline
Tuesday, June 15, 2010 (night batch process) – Registrar Grade Load Processing (Grade Delay (GD’s) posted and GPA’s calculated)
Wednesday, June 16, 2010 – Colleges begin dismissal review process
Monday, June 21, 2010 – First day of Summer Session 2010
Thursday, July 1, 2010 – Financial Aid is disbursed

Fall 2010

Saturday, December 4, 2010 – Start of Final Exams
Friday, December 10, 2010 – Last day of Final Exams
Tuesday, December 14, 2010 (5:00 pm) – Faculty Grade Submission Deadline
Tuesday, December 14, 2010 (night batch process) – Registrar Grade Load Processing (Grade Delay (GD’s) posted and GPA’s calculated)
Wednesday, December 15, 2010 – Colleges begin dismissal review process
Friday, December 24, 2010 – Start of Winter Break (Campus Closed)
Tuesday, December 28, 2010 (approximate date) – Financial Aid is disbursed
Monday, January 3, 2010 – First day of Winter 2011 quarter

Winter 2011

Saturday, March 12, 2011 – Start of Final Exams
Thursday, March 17, 2011 (approximate date) – Financial Aid is disbursed
Friday, March 18, 2011 – Last day of Final Exams
Tuesday, March 22, 2011 (5:00 pm) – Faculty Grade Submission Deadline
Tuesday, March 22, 2011 (night batch process) - Registrar Grade Load Processing (Grade Delay (GD’s) posted and GPA’s calculated)

Wednesday, March 23, 2011 - Colleges begin dismissal review process

Friday, March 25, 2011 – César Chavez Holiday (Campus Closed)

Monday, March 28, 2011 – First day of Spring 2011 quarter
Blueprint for Staffing Transition of the GRADUATE COUNCIL

Effective April 5, 2010

1. Relationship of the Graduate Council and the Graduate Division

   a. The work of the Graduate Council, a standing committee of the Academic Senate, and the Graduate Division, an administrative unit on campus, is interdependent. It is essential that this relationship continue in order to assure that the graduate programs and the graduate students on campus receive the highest quality of supportive services. At the same time, the responsibilities of the Graduate Council and the Graduate Division are distinct.

   i. The Graduate Council is an appointed Senate committee with rotating membership whose charge is detailed in Division Senate Bylaw 8.14. Among these duties are

      1. Coordinate procedures relating to the conferring of degrees higher than the Bachelor’s degree
      2. Set policies and standards for admission to graduate status
      3. Set standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships
      4. Admit qualified students to candidacy for graduate degrees
      5. Recommend the award of fellowships and graduate scholarships
      6. Appoint committees in charge of candidates’ studies
      7. Supervise the conduct of public and other examinations for higher degrees
      8. Conduct periodic peer reviews of continuing graduate degree programs; and regulate in other ways the work of the Graduate Division, with a view to the promotion of research and learning
      9. Make rules governing the form of presentation and the disposal of dissertations
10. Set policy and standards for appointment of postdoctoral scholars

ii. The Graduate Division is led by the Graduate Dean, who is supported by an academic Associate Dean for Enrolled Student Affairs and Employment and an academic Associate Dean for Recruitment and Outreach. These faculty members work closely with the Graduate Council whenever appropriate.

1. The Graduate Division office also houses high-level administrators and staff members (approximately 12 individuals) whose expertise supports the various functions of the Graduate Division, including: Graduate Admissions and Fellowships, Enrolled Student Affairs and Employment, Graduate Academic Preparation and Outreach, Teaching Assistant Development, and Postdoctoral Scholars.

2. When these functions overlap with the responsibilities of the Graduate Council, the Graduate Division staff work in close coordination with the Graduate Council.

2. **Staffing Coordination between the Graduate Council and the Graduate Division**

   a. Historically, the Graduate Council has been exclusively staffed by the Graduate Division, in the role of Graduate Council Coordinator. The Senate appreciates the generosity of the Graduate Division in providing this support, which began during a time (1959-60) when Senate financial resources were not sufficient to provide the necessary staff support independent of the Graduate Division.

   b. Moving forward, the Senate now is able to provide a Senate committee analyst for its Graduate Council, consistent with the staffing arrangements for all standing committees of the Senate.

   c. Transition arrangements
i. In August 2008, the Chair of the Academic Senate (T. Cogswell) and the Graduate Dean (J. Childers) agreed in writing to a transition of staffing for the Graduate Council to the Senate, beginning in 2009-2010.

ii. During 2009-2010, the Senate Chair and Vice Chair conducted several meetings with the current Graduate Council, former chairs of the Graduate Council, the Graduate Dean, and the Executive Director of the Senate Office to discuss the mechanics of staffing transition.
   1. The Executive Director of the Senate office has identified a highly qualified staff member (S. Stracener) prepared to step into the role of Senate committee analyst, effective April 5, 2010. Her principal assignment will be staff analyst support to the Graduate Council, reflecting the demands of this important Senate Committee.
   2. During a 6-month transition period, the current Graduate Council Coordinator in the Graduate Division (V. Bustamante) will work closely with the Senate committee analyst for the Graduate Council (S. Stracener) to assure that all procedures are codified and working smoothly.
   3. It is expected that the Graduate Division will retain a staff member whose responsibilities include continued coordination with the Graduate Council and with the Senate committee analyst assigned to the Graduate Council.

d. Precedent for this staffing transition
   i. Staffing support for the Graduate Council is provided by the Academic Senate on all UC campuses, with the exception of UC Davis, which is in a similar transition pattern to that described above.
   ii. On the UCR campus, the Senate’s Committee on Academic Personnel (CAP) completed a staffing transition from the administrative unit of the Academic Personnel Office (APO) to the Senate office in 2006.
1. This transition included appointment of a Senate committee analyst with primary responsibility to support the work of CAP (C. Palmer), along with a counterpart in the APO (S. Umali), whose principal role is coordinating with the Senate committee.

2. During the initial year of transition (2007-2008), careful attention was given to articulating procedures for each office. The two analysts worked closely to assure that the academic personnel process was not impeded by the transition. In a 2008 Self-Study of the Senate Committee on Academic Personnel, included in its Annual Report to the Senate, CAP concluded that, in fact, the academic personnel process was improved as a result of the transition; data on file-processing time also supported this assessment.
# Fall 2009 Final Exam Chart

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<td><strong>3:00 PM - 6:00 PM</strong></td>
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*Exam time periods in BOLD ITALICS are VILLAGE class times.*

Updated on 4/26/2010 at 11:35 AM
Revised - L. Del Toro (APPROVED VERSION - 4-21-09)
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<td>Thur., March 18</td>
<td>MWF 10:40 AM - 11:30 AM</td>
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<td>MWF 10:40 AM - 11:30 AM</td>
<td>MWF 10:40 AM - 11:30 AM</td>
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<tr>
<td>122 Finals</td>
<td>TR 12:10 PM - 1:30 PM</td>
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<td>Fri., March 19</td>
<td>MWF 10:40 AM - 11:30 AM</td>
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<td>113 Finals</td>
<td>TR 10:40 AM - 12:00 PM</td>
<td>TR 10:40 AM - 12:00 PM</td>
<td>TR 10:40 AM - 12:00 PM</td>
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*Exam time periods in BOLD ITALICS are VILLAGE class times.*
## Spring 2010 Final Exam Chart

<table>
<thead>
<tr>
<th>Final Exam Codes</th>
<th>8:00 AM - 11:00 AM</th>
<th>11:30 AM - 2:30 PM</th>
<th>3:00 PM - 6:00 PM</th>
<th>7:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sat., June 5</strong></td>
<td>TR 7:10 AM - 9:00 AM</td>
<td>TR 3:40 PM - 5:00 PM</td>
<td>TR 6:10 PM - 8:00 PM</td>
<td>TR 6:10 PM - 8:00 PM</td>
</tr>
<tr>
<td><strong>88 Finals</strong></td>
<td>TR 7:40 AM - 9:00 AM</td>
<td>TR 4:10 PM - 5:30 PM</td>
<td>TR 6:40 PM - 8:00 PM</td>
<td>TR 5:40 PM - 7:00 PM</td>
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<tr>
<td><strong>Mon., June 7</strong></td>
<td>TR 8:10 AM - 9:30 AM</td>
<td>TR 3:10 PM - 6:00 PM</td>
<td>TR 7:10 PM - 8:30 PM</td>
<td>TR 6:10 PM - 7:00 PM</td>
</tr>
<tr>
<td><strong>108 Finals + ENGL</strong></td>
<td>T 4:10 PM - 7:00 PM</td>
<td>T 4:10 PM - 9:00 PM</td>
<td>TR 7:40 PM - 9:00 PM</td>
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<td><strong>Total finals:</strong></td>
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<td><strong>Tue., June 8</strong></td>
<td>MWF 11:40 AM - 12:30 PM</td>
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<td>MWF 12:40 PM</td>
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<tr>
<td><strong>55 Finals + BIOL + LANG</strong></td>
<td>MWF 10:40 AM - 12:00 PM</td>
<td>MWF 1:40 PM - 3:00 PM</td>
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<td><strong>Wed., June 9</strong></td>
<td>TR 9:10 AM - 10:30 AM</td>
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<td>TR 5:10 PM - 6:00 PM</td>
<td>MWF 1:40 PM - 2:30 PM</td>
</tr>
<tr>
<td><strong>98 Finals + CHEM</strong></td>
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<td>TR 11:10 AM - 12:30 PM</td>
<td>MWF 7:10 PM - 8:00 PM</td>
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<td><strong>Thur., June 10</strong></td>
<td>TR 12:10 PM - 1:30 PM</td>
<td>TR 1:40 PM - 3:00 PM</td>
<td>MWF 5:10 PM - 6:00 PM</td>
<td>MWF 5:10 PM - 6:00 PM</td>
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<tr>
<td><strong>146 Finals</strong></td>
<td>TR 12:40 PM - 2:00 PM</td>
<td>TR 2:10 PM - 3:30 PM</td>
<td>MWF 5:40 PM - 6:00 PM</td>
<td>MWF 8:10 AM</td>
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<td><strong>Total finals:</strong></td>
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<td><strong>Fri., June 11</strong></td>
<td>MWF 9:40 AM - 10:30 AM</td>
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<td>MWF 7:10 AM - 8:00 PM</td>
<td>MWF 8:10 AM</td>
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<td><strong>60 Finals + Commencement</strong></td>
<td>MWF 10:40 AM - 11:30 AM</td>
<td>MWF 11:40 AM - 12:00 PM</td>
<td>MWF 8:10 AM - 9:00 AM</td>
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<td><strong>Total finals:</strong></td>
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*Exam time periods in BOLD ITALICS are VILLAGE class times.*