

FALL 2009 SPECIAL REQUEST EXAM SCHEDULE

<u>Course number & section</u>	<u>Instructor (s)</u>	<u>Code</u>	<u>Room</u>
AAS 361-001, 002	J. Sosa	2B	MAIN 209
ANT 102-003, 004	K. Kone	2A	SPRY 105
ANT 102-009, 010	I. Wilson	2D	MOFT GYM
ANT 300-001, 002	E. McDowell-Loudan	3A	SPRY 204
ANT 300-003, 004	S. Pak	3A	SPRY 205
ANT 352-001, 002	J. Sosa	2B	MAIN 209
BIO 110-701, 702, 703	M. Voltura	2D	SPRY 105 & 205
CHE 221-002, 003	D. Collins	1D	SPRY 105
CRM 345-001, 002	H. Haines	2C	MOFT GYM
CRM 464-001, 002	C. Little	2A	SPRY 305
ECO 105-603, 703; 606, 706	K. Dayton	4D	SPRY 104
ECO 110-001, 002	K. Graham	3D	SPRY 204
ECO 111-001, 002	B. Paul	3A	SPRY 104
ECO 221-001, 002	K. Burke	2A	SPRY 304
ECO 335-001, 002	L. Krall	1C	SPRY 204
ECO 352-001, 002	S. Polley	1C	SPRY 106
EDU 355-600, 610, 620	Craft, Howarth, Kniffin	1A	SPRY 106
ENG 204-001, 002	C. Lemchak	1C	MAIN G-12
ENG 325-001, 002	E. Nelson	3B	SPRY 307
EXS 197-601, 602, 606	B. Richardson	1C	SPRY 104
EXS 387-600, 610, 620, 630	J. Bauer, P. McGinnis	1C	MOFT GYM
FRE 101-001, 002	R. Lorefice	2B	MAIN G-09
FRE 102-001, 002	H. Fan	2B	MAIN 121
FRE 202-001, 002	M. Ponterio	1C	MAIN G-24
HLH 201-001, 002	J. Lesko	1D	MAIN 209
HLH 390-601, 602	B. Wodi	2B	BWRS 136
MAT 105-701, 702	C. Dore	2A	MOFT GYM
MAT 121-703, 704	D. Driscoll	5B	MOFT GYM
MAT 135-602, 604	A. Kalman	4A	SPRY 307
MAT 224-001, 002	D. Pitman	1D	MOFT GYM
MAT 236-601, 602	G. Feissner	3A	MAIN G-12
MAT 370-001, 002	C. Schubert	3A	MAIN 209
MGT 254-001, 002, 003	J. Kinne	3A	MOFT GYM
POL 102-001, 002	H. Steck	3A	SPRY 106
PSY 101-001, 002	D. Berger, M. Odle	1C	SPRY 105 & 205
PSY 232-001, 002	M. Berzonsky	2C	SPRY 307
SOC 100-003, 004	M. Grodzki	2D	SPRY 204
SOC 150-001, 005	S. Miller	2C	SPRY 204

SOC 345-001, 002	H. Haines	2C	MOFT GYM
SOC 352-001, 002	J. Sosa	2B	MAIN 209
SOC 464-001, 002	C. Little	2A	SPRY 305
SOC 493-001, 002	S. Halebsky	2B	SPRY 307
SPA 101-002, 005, 008	P. Martinez	1C	SPRY 304
SPA 102-004, 007	S. Kather	2B	MOFT GYM

SAME EXAM TIME – DIFFERENT or LARGER ROOM NEEDED

Course number & section	Instructor (s)	Code	Room
MAT 111-001	J. Reif	1A	BWRS 136
MAT 111-002	J. Reif	3B	BWRS 51
MAT 121-702	T. J. Huang	5A	MOFT 202
MAT 237-601	D. Dickerson	5A	MOFT 127
PED 201-610	J. Walkuski	4A	STWS 101
PSY 401- 002	M. Berzonsky	1B	MAIN 130
SCI 142-601	M. Von Tersch	4A	MOFT GYM
SOC 100-001	C. DeMottte	1A	MOFT GYM
SOC 100-002	C. DeMottte	3B	MOFT GYM

REGULAR EXAM TIME CODES

8:00	MWF	1A	8:30	TR	2A
9:10	MWF	3B	10:05	TR	1B
10:20	MWF	2B	11:40	TR	4B
11:30	MWF	5A	1:15	TR	2C
12:40	MWF	4A	2:50	TR	5C
1:50	MWF	3C			
3:00	MWF	4C			

DAY & TIME SCHEDULE

1	Mon	Dec 14	A	8:00-10:00 am
2	Tues	Dec 15	B	10:30-12:30 pm
3	Wed	Dec 16	C	1:00-3:00 pm
4	Thurs	Dec 17	D	4:00-6:00 pm
5	Fri	Dec 18	E	7:00-9:00 pm

Note: For classes that are two days a week, **MW or TR 4:25-5:40**, the final exam will be held at the start time, on the day of the **FIRST** class meeting. [i.e., **MW 4:25-5:40** class will have the final exam on Monday, December 14 at 4:25. Subsequently, a **TR 4:25-5:40** class will have the final exam on Tuesday, December 15 at 4:25]. Instructor discretion (and student availability) may be exercised to hold the final exam at the “**D**” exam period from 4:00 - 6:00 pm.

As a point of information for those teaching ASYNCHRONOUS/HYBRID courses:

Since these online courses do not have a designated time or exam code associated, it is in the purview of the instructor of record, to set the time in which your final exam is issued. The "special exam times" are open times that are available to departments wishing to combine multiple sections of the same course, or an instructor wishing to combine sections of a given course, and they are certainly available for use for this purpose. Additionally, since there is no start time for an online course, the 72 hour college policy for final grade submission also does not apply. However, what does apply is the deadline when the **WEB officially closes for all Fall 2009 final grade submission, Wednesday, Dec. 23 at 4:00 pm** following the end of second quarter student teaching.

FINAL EXAMINATION POLICY

Final examinations or last examinations for semester and second quarter courses must be given during the final examination period (except for second quarter, modular, and workshop courses). NO quizzes, in-class exams or tests of any type (except lab exams) are permitted after Monday, December 7, 2009 unless special permission is granted by the appropriate school **Dean. NO exams, tests or projects are to be scheduled or given on the study days – Saturday, Dec. 12 & Sunday, Dec. 13.**

Students are NOT required to take more than two finals in one day. Make-up exams will be given AFTER the regularly scheduled exam, at a common time established by the instructor after consulting the student(s). Problems with exam conflicts or the third final in one day are to be resolved as follows:

- 1.) For a Special Exam: a make-up exam will be scheduled by the instructor at the student's request.
- 2.) If a Department Exam conflicts with a non-special exam - the department exam instructor will schedule a make-up exam at the student's request. If the student's request is refused, the student should appeal to the Dean of his/her respective school. Medical excuses from final exams MUST be obtained from the Dean of the student's major upon presentation of the attending doctor's statement.