

Final Examination Schedule - FALL 2008

The final exam schedule is based on the first meeting time of a class. For example: HSOC 002-401 meets Tues/Thurs beginning at 10:30 AM. The exam for this class will be on Monday, December 15, 2008 from 12:00PM TO 2:00PM.

Final exams for co-activity courses (Lecture & Recitation; Lecture & Lab, etc.) are based on the first meeting time of the LECTURE.

The final exam schedule below is the date and time an exam will be held if a final exam is to be given. Please contact your instructor to determine if a final exam will be given for your class.

Exams for courses with multiple sections may be given on a common day and time. For example: the final exam for PSYC001 will be given on Monday, December 15, 2008 from 3:00 PM TO 5:00 PM. Please see the *Common Exam Schedule* for a list of courses giving common exams.

FIRST MEETING TIME		DATE and DAY of EXAM	EXAM TIME
MON or WED or FRI	9:00/9:30	DECEMBER 16	TUESDAY 3:00PM-5:00PM
MON or WED or FRI	10:00/10:30	DECEMBER 12	FRIDAY 12:00PM-2:00PM
MON or WED or FRI	11:00/11:30	DECEMBER 10	WEDNESDAY 12:00PM-2:00PM
MON or WED or FRI	12:00/12:30	DECEMBER 15	MONDAY 9:00AM-11:00AM
MON or WED or FRI	1:00/1:30	DECEMBER 17	WEDNESDAY 9:00AM-11:00AM
MON or WED or FRI	2:00/2:30	DECEMBER 11	THURSDAY 3:00PM-5:00PM
MON or WED or FRI	3:00/3:30/4:00	DECEMBER 11	THURSDAY 9:00AM-11:00AM
MON or WED or FRI	4:30	DECEMBER 10	WEDNESDAY 3:00PM-5:00PM
TUES or THURS	9:00/9:30/10:00	DECEMBER 16	TUESDAY 12:00PM-2:00PM
TUES or THURS	10:30/11:00/11:30	DECEMBER 15	MONDAY 12:00PM-2:00PM
TUES or THURS	12:00/12:30/1:00	DECEMBER 10	WEDNESDAY 9:00AM-11:00AM
TUES or THURS	1:30/2:00/2:30	DECEMBER 16	TUESDAY 9:00AM-11:00AM
TUES or THURS	3:00/3:30/4:00	DECEMBER 12	FRIDAY 9:00AM-11:00AM
TUES or THURS	4:30	DECEMBER 16	TUESDAY 12:00PM-2:00PM

PROVOST RULES GOVERNING FINAL EXAMINATIONS

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations (see 3 and 4 below). No final examinations may be scheduled during the last week of classes or on reading days.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
- Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
- Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students must obtain permission from their dean's office to take a postponed exam. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- No instructor may change the time or date of a final exam without permission from the appropriate dean.
- No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate dean.
- No classes or required class activities may be held during the reading period.
- As of Fall 2005, the first examination of the day begins at 9 am and the last examination concludes by 8 pm. There will be one hour between exam time blocks.
- All students must be allowed to see their final examination. Exams should be available as soon as possible after being graded with access ensured for a period of at least one regular semester after the exam has been given. To help protect student privacy, a student should have access only to his or her own exam and not the exams of other students. Therefore, for example, it is not permissible to leave student exams (or grades or papers) in publicly accessible areas.
- Students may not be asked for their Social Security numbers. Instructors may not publicly display a student's Penn ID or any portion of the Social Security number, nor use name, initials, or any personally identifiable information to post grades. Even when an identifier is masked or absent, grades may not be posted in alphabetical order, to protect student privacy.
- Final exams for College of General Studies (CGS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of CGS. A CGS final exam may not be administered during the last week of class or on a reading day.
- In all matters relating to final exams, students with questions should first consult with their Dean's offices. Faculty wishing to seek exceptions to the rules also should consult with their Dean's offices. Finally, the Council of Undergraduate Deans and SCUE urge instructors to see that all examinations are actively proctored. --Ronald J. Daniels, Provost

COMMON EXAM SCHEDULE - FALL 2008

The following courses have been scheduled for a common exam and are excluded from the previous table.

DECEMBER 10 WEDNESDAY 12:00PM-2:00PM	ACCT 620
DECEMBER 10 WEDNESDAY 3:00PM-5:00PM	FNCE 250, 750 MKTG 101 FNCE 235, 725
DECEMBER 10 WEDNESDAY 6:00PM-8:00PM	ASTR 001 MKTG 212, 756 OPIM 101 FNCE 203
DECEMBER 11 THURSDAY 12:00PM-2:00PM	Language Commons ARAB 031, 033 CHIN 011-111, 211 GRMN 101-104 HEBR 051, 053, 054 JPAN 011-111 KORN 011, 111 OPIM 621 FNCE 251/751
DECEMBER 11 THURSDAY 6:00PM-8:00PM	CHEM 101 MGMT 101 MUSC 070 ACCT 201 LGST 806 (only sections 408, 409 & 410)
DECEMBER 12 FRIDAY 3:00PM-5:00PM	ECON 001 FNCE 726 FNCE 601 BPUB 250
DECEMBER 12 FRIDAY 6:00PM-8:00PM	FNCE 100 FNCE 205, 720 PHYS 101, 140, 150

DECEMBER 15 MONDAY 3:00PM-5:00PM	PSYC 001 FNCE 101 FNCE 206/717
DECEMBER 15 MONDAY 6:00PM-8:00PM	ECON 002 FNCE 238/738 MGMT 654 ECON 050 (001 & 002)
DECEMBER 16 TUESDAY 3:00PM-5:00PM	MGMT 621
DECEMBER 16 TUESDAY 6:00PM-8:00PM	CHEM 053, 054 LGST 207, 809 FNCE 220/732 FNCE 208/731
DECEMBER 17 WEDNESDAY 12:00PM-2:00PM	Math Commons MATH 103, 104 MATH 114, 115 MATH 240, 241 MKTG 211
DECEMBER 17 WEDNESDAY 3:00PM-5:00PM	FNCE 207, 728 STAT 101, 102 STAT 430 (only sections 001 & 002) ACCT 622
DECEMBER 17 WEDNESDAY 6:00PM-8:00PM	ACCT 101, 102 ACCT 742 FNCE 219, 719 ECON 010 STAT 111

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