

Final Examination Schedule – Fall 2009

The final exam schedule is based on the first meeting time of a class. For example: HIST 020-001 meets Mon/Wednesday beginning at 11:00 AM. The exam for this class will be on Tuesday, December 22, 2009 from 9:00 AM to 11:00 AM.

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. Please see the *Common Exam Schedule* for a list of courses giving common exams.

Note: The Final Examination Schedule is subject to change. In the event that changes are made, the latest, most up-to-date version will be posted to the Registrar's website.

FIRST MEETING TIME		DATE and DAY of EXAM		EXAM TIME
MON or WED or FRI	9:00/9:30	December 18	Friday	6:00-8:00 PM
MON or WED or FRI	10:00/10:30	December 16	Wednesday	9:00-11:00 AM
MON or WED or FRI	11:00/11:30	December 22	Tuesday	9:00-11:00 AM
MON or WED or FRI	12:00/12:30	December 17	Thursday.....	12:00-2:00 PM
MON or WED or FRI	1:00/1:30	December 21	Monday	12:00-2:00 PM
MON or WED or FRI	2:00/2:30	December 15	Tuesday	6:00-8:00 PM
MON or WED or FRI	3:00/3:30/4:00	December 15	Tuesday	12:00-2:00 PM
MON or WED or FRI	4:30	December 22	Tuesday	6:00-8:00 PM
TUES or THURS	9:00/9:30/10:00	December 18	Friday	9:00-11:00 AM
TUES or THURS	10:30/11:00/11:30	December 17	Thursday.....	9:00-11:00 AM
TUES or THURS	12:00/12:30/1:00	December 22	Tuesday	12:00-2:00 PM
TUES or THURS	1:30/2:00/2:30	December 21	Monday	9:00-11:00 AM
TUES or THURS	3:00/3:30/4:00/4:30	December 16	Wednesday	12:00-2:00 PM

PROVOST RULES GOVERNING FINAL EXAMINATIONS

1. 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.
2. 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.
3. 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.
4. 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.
5. No instructor may change the time or date of a final exam without permission from the appropriate dean.
6. No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate dean.
7. No classes (excluding review sessions) may be held during the reading period.
8. 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.
9. 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.
10. 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.
11. Final exams for College of Liberal and Professional Studies (LPS) 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 LPS. A LPS final exam may not be administered during the last week of class or on a reading day.
12. 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.

-- Provost

Common Exam Schedule - Fall 2009

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

DECEMBER 15 Tuesday 9:00AM-11:00AM	Language Commons ARAB 031, 033 CHIN 011-111, 211 GRMN 101-104 HEBR 051, 053, 054 JPAN 011-111 KORN 011, 111 SPAN 219 OPIM 621	DECEMBER 18 Friday 6:00PM-8:00PM	MGMT 621 ECON 050 (001 & 002)
DECEMBER 15 Tuesday 3:00PM-5:00PM	CHEM 101 MGMT 101 MUSC 070 ACCT 201 LGST 806 (408, 409 & 410)	DECEMBER 21 Monday 9:00AM-11:00AM	Math Commons 103, 104 114, 115 240, 241
DECEMBER 15 Tuesday 6:00PM-8:00PM	STAT 101, 102 STAT 430 (001 & 002) FNCE 251, 751	DECEMBER 21 Monday 3:00PM-5:00PM	ACCT 101, 102 ACCT 742 FNCE 219, 719 ECON 010 STAT 111
DECEMBER 16 Wednesday 3:00PM-5:00PM	FNCE 100 FNCE 205, 720 PHYS 101, 140, 150	DECEMBER 21 Monday 6:00PM-8:00PM	FNCE 207, 728 ACCT 620 ECON 104 (001 & 002)
DECEMBER 16 Wednesday 6:00PM-8:00PM	ECON 001 FNCE 726 FNCE 601 BPUB 250	DECEMBER 22 Tuesday 9:00AM-11:00AM	
DECEMBER 17 Thursday 3:00PM-5:00PM	ECON 002 FNCE 238/738 MGMT 654 ECON 101 (002 & 003)	DECEMBER 22 Tuesday 3:00PM-5:00PM	ASTR 001 MKTG 277, 777 OPIM 101 FNCE 203
DECEMBER 17 Thursday 6:00PM-8:00PM	PSYC 001 FNCE 101 FNCE 206/717 ECON 102 MKTG 212 (001)/MKTG 756	DECEMBER 22 Tuesday 6:00PM-8:00PM	FNCE 250, 750 MKTG 101 FNCE 235, 725
DECEMBER 18 Friday 3:00PM-5:00PM	CHEM 053, 054 FNCE 220, 732		

INFORMATION TO STUDENTS WITH DISABILITIES

Student Disabilities Services (SDS) provides comprehensive services and programs for undergraduate, graduate and professional students with disabilities to ensure equal educational opportunities and access to opportunities for learning and personal growth. All services are free and confidential. SDS staff is available to discuss a range of disability management issues, including eligibility, documentation, academic accommodations, housing and transportation needs, learning strategies, academic skills instruction, use of assistive technology, and referral to campus and community resources. Consultation for perceived disabilities is also provided. As of September, 2004, the Learning Resources Center (LRC), including two offices: Student Disabilities Services and the Office of Learning Resources will be located at Stouffer Commons, 3702 Spruce Street, Suite 300. (The entrance is on Woodland Walk.) Phone: 215-573-9235 (voice); 215-746-6320 (TDD); web address: <http://www.vpul.upenn.edu/lrc/sds/>

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