

OBERLIN COLLEGE FINAL EXAMINATION
SCHEDULE

FALL SEMESTER 2009 DECEMBER 15-19

All exams are to be administered from 9-11 a.m.;
2-4 p.m. and 7-9 p.m.

<u>COURSE MEETING TIME</u>	<u>EXAMINATION DAY AND TIME</u>
	Tuesday, December 15
11:00 MWF, MTRF, and daily classes	9:00 - 11:00 a.m.
9:00 MWF	2:00 - 4:00 p.m.
12:00 TTh; 4:30 all days	7:00 - 9:00 p.m.
	Wednesday, December 16
11:00 TTh	9:00 - 11:00 a.m.
1:00 TTh; 1:30 TTh	2:00 - 4:00 p.m.
8:00 am all days; 8:35 am TTh; make-up exams, ALL Chem 101 sections	7:00 - 9:00 p.m.
	Thursday, December 17
9:00 TTh; 9:30, 9:35 TTh ; 10:00 TTh; Seminars	9:00 - 11:00 a.m.
10:00 MWF; 10:00 daily; make-up exams	2:00 - 4:00 p.m.
1:00 MWF; 1:30 MWF; 1:00/1:30 daily classes	7:00 - 9:00 p.m.
	Friday, December 18
3:00 MWF, 3:30 MWF; 8:35 am MWF	9:00 - 11:00 a.m.
2:30 MWF	2:00 - 4:00 p.m.
2:30 TTh; 3:00 TTh; 3:30 TTh;	7:00 - 9:00 p.m.
	Saturday, December 19
6:30 pm; 7:00 pm; 7:30 pm; 8:00 pm: all days; Hrs. to be arranged	9:00 - 11:00 a.m.
make up exams	2:00 - 4:00 p.m.

Make-up examination times are offered for the convenience of scheduling; alternative arrangements between a faculty member and student can be made.

Final Examinations in courses in which hours are arranged may follow the time at which the course is scheduled or the time set aside for all arranged-hours courses.

The last day of classes (Friday 11 December) is the deadline for submission of all written work, except for a final project. Late work may be accepted up to the last day of Reading Period (Monday 14 December). **The new deadline for changing variable credit in a course is Tuesday,**

November 3 (to coincide with the deadline to withdraw from a course or declare the P/NP/CR/NE option.)

Reading Period

No classes should be held during Reading Period (with approved Conservatory exceptions), in order to let students prepare for final exams and projects. With the exception of the Final Project (see below), all work required for a given course must be due no later than the day of the last class meeting. However, late work (that is, work due by the last class meeting but not yet submitted) may be accepted no later than the last day of Reading Period. After the last day of Reading Period, late work may be accepted only with an approved Incomplete. Only Final Projects may be due after Reading Period, and these must be due, and submitted, at the end of the two-hour period designated for the final exam by the Registrar. Faculty should be careful not to give informal extensions or make arrangements with students that contradict the policies about due dates and submission of work. All extensions beyond reading period and/or beyond the end of the semester must be formal Incompletes (see below).

Final Projects and Exams

Instructors have the option of designating one out-of-class assignment as the course's Final Project and making this due at the end of the time scheduled by the registrar for the final exam in the course. Any in-class component must be scheduled at the final examination time and is limited to two hours. Faculty members should give students reasonable notice of the requirements of the final project or exam and should have a reasonable expectation of the time and effort required of students to complete the final project, recognizing that a student can have as many as three or four other final projects. Faculty may not give final examinations in advance of the exam period nor at any different time within that period without special permission from the Office of the Registrar. Individual students may not take final examinations at other than the scheduled time even in other sections of the same course without special permission from the appropriate dean (Dean of Studies for a course in the College of Arts and Sciences and the Associate Dean for Student Academic Affairs in the Conservatory of Music for a course in the Conservatory). Students who are absent from final examinations for legitimate reasons may make up these final exams upon presentation of a signed form of permission from the appropriate dean. Travel schedules are NOT considered a legitimate reason to change exam times.

If an instructor gives an out-of-class exam or a final project in lieu of a final exam, the deadline for submission must correspond to the time scheduled for the exam. No take-home exams may be given out before the last day of classes. The time period for the final exam is limited to two hours.