



## Office of the Registrar

To: College/Department Administrators

From: Meg Cortese, Business Process Manager Classroom Scheduling [mfcortes@syr.edu](mailto:mfcortes@syr.edu)

Attached is the final exam schedule for the Spring 2008 term.

**Please distribute copies of this letter and the examination schedule to your faculty members.**

### **What exams are excluded from being loaded in batch?**

- Graduate Courses, level 600 and above for both Main Campus and UC/Main Campus evening courses
- UC courses that have a starting time of 3:00pm or later

### **Do instructors need to request a reservation for final exams now?**

- Do not assume your classroom will be free, please make arrangements for a room if your exam is not posted on the attached schedule.
- All Main Campus and daytime UC courses are required to follow the University's final examination schedule published in the Spring 2008 Schedule of Classes.  
[http://registrar.syr.edu/students/finalexams/s2008\\_sc\\_finalexams.pdf](http://registrar.syr.edu/students/finalexams/s2008_sc_finalexams.pdf)

### **Final Exam Rules and Regulations:**

Final examinations for Main Campus undergraduate and graduate courses (except Law) are scheduled **Thursday, May 1<sup>st</sup> through Wednesday, May 7th. Reading Days are Saturday and Sunday, May 8<sup>th</sup> and 9th, exams are prohibited on Reading Days** or during the last week and a half of classes (**April 21<sup>st</sup> through 29th**) even if all or a majority of students in the class so request.

**The assigned final examination day and time assignment is not subject to change.** The University examination schedule in place was developed to avoid the possibility of conflict in a student's examination schedule. Deviating from this schedule creates an additional burden for both the student and the classroom inventory. With the exception of a room change request, changes to the examination schedule must be submitted first through your chair and/or dean and then submitted to the University Registrar for approval.

The factors governing this policy are the Vice Chancellor and Provost's concern that our student and faculty Colleagues not be harmed by the good intentions of others in changing their examination time, that students have adequate study time during Reading Days, and that the University complies with the New York State Instructional contact requirement.

**How do I request a reservation for my final exam and/or review sessions? The event request form can be located at <http://registrar.syr.edu/staff/classroomscheduling/eventreqform.html> .**

- It is preferred to receive requests via this form.

### **How do I determine when my final exam should take place if it doesn't appear on this schedule?**

If you teach an evening UC course (5:30pm start or later) you would give your exam the same day of the week during the final exam period, however you need to make a room reservation in advance, do not assume your regular classroom will be free. If you teach a Main Campus evening course, please contact me to determine the best day/time, we do not have exam blocks for evening courses, the UC formula may not work for your students.

**University policy prohibits final exams from being offered on a Reading Days, there are no exceptions.**

### What if I am not giving a final exam?

If you do not intend to offer a final exam or will be giving a take home exam, please let us know so that we are not posting erroneous information, Questions? Contact Meg Cortese at [mfcortes@sy.edu](mailto:mfcortes@sy.edu) or Jennifer Blair at extension 9821 or at [jeblair@sy.edu](mailto:jeblair@sy.edu).

### Spring 2008 Final Exam Schedule

Exam schedule in order by course day/time offering			
Period	Time Offering	Period	Examination Date and Time
MW/WF	8:00-9:20am	06	Thur, May 1, 7:15-9:15pm
MWF	8:25-9:20am	06	Thur, May 1, 7:15-9:15pm
MWF	9:30-10:25am	09	Fri, May 2, 12:30-2:30pm
MWF	10:35-11:30am	13	Mon, May 5, 2:45-4:45pm
MWF	11:40am-12:35pm	20	Tue, May 6, 5:00-7:00pm
MWF	12:45-1:40pm	17	Tue, May 6, 10:15-12:15pm
MW/WF	12:45-2:05pm	17	Tue, May 6, 10:15-12:15pm
MW/WF	2:15-3:35pm	5	Thur, May 1, 5:00-7:00pm
MW/WF	3:45-5:05pm	22	Wed, May 7, 8:00-10:00am
MW	5:15-6:35pm	2	Thur, May 1, 10:15-12:15pm
TTH	8:00-9:20am	15	Mon, May 5, 7:15-9:15pm
TTH	9:30-10:50am	10	Fri, May 2, 2:45-4:45pm
TTH	11:00am-12:20pm	18	Tue, May 6, 12:30-2:30pm
TTH	12:30-1:50pm	14	Mon, May 5, 5:00-7:00pm
TTH	2:00-3:20pm	7	Fri, May 2, 8:00-10:00am
TTH	3:30-4:50pm	21	Tue, May 6, 7:15-9:15pm
TTH	5:00-6:20pm	4	Thur, May 1, 2:45-4:45pm

Exam schedule in order by period			
Period	Days	Time Offering	Examination Date and Time
02	MW	5:15-6:35pm	Thur, May 1, 10:15-12:15pm
04	TTH	5:00-6:20pm	Thur, May 1, 2:45-4:45pm
05	MW/WF	2:15-3:35pm	Thur, May 1, 5:00-7:00pm
06	MW/WF	8:00-9:20am	Thur, May 1, 7:15-9:15pm
06	MWF	8:25-9:20am	Thur, May 1, 7:15-9:15pm
07	TTH	2:00-3:20pm	Fri, May 2, 8:00-10:00am
09	MWF	9:30-10:25am	Fri, May 2, 12:30-2:30pm
10	TTH	9:30-10:50am	Fri, May 2, 2:45-4:45pm
13	MWF	10:35-11:30am	Mon, May 5, 2:45-4:45pm
14	TTH	12:30-1:50pm	Mon, May 5, 5:00-7:00pm
15	TTH	8:00-9:20am	Mon, May 5, 7:15-9:15pm
17	MWF	12:45-1:40pm	Tue, May 6, 10:15-12:15pm
17	MW/WF	12:45-2:05pm	Tue, May 6, 10:15-12:15pm
18	TTH	11:00am-12:20pm	Tue, May 6, 12:30-2:30pm
20	MWF	11:40am-12:35pm	Tue, May 6, 5:00-7:00pm
21	TTH	3:30-4:50pm	Tue, May 6, 7:15-9:15pm
22	MW/WF	3:45-5:05pm	Wed, May 7, 8:00-10:00am

Five Day Final Examination Schedule				
Exam Day 1 Thu, May 1	Exam Day 2 Fri, May 2	Exam Day 3 Mon, May 5	Exam Day 4 Tue, May 6	Exam Day 5 Wed, May 7
Period 1 8:00-10:00am	Period 7 8:00-10:00am	Period 12 Math Exams 8:00am-2:30pm	Period 16 8:00-10:00am	Period 22 8:00-10:00am
Period 2 10:15am-12:15pm	Period 8 10:15am-12:15pm		Period 17 10:15am-12:15pm	Period 23 10:15am-5:15pm
Period 3 12:30-2:30pm	Period 9 12:30-2:30pm		Period 18 12:30-2:30pm	All School of Architecture Exams
Period 4 2:45-4:45pm	Period 10 2:45-4:45pm	Period 13 2:45-4:45pm	Period 19 2:45-4:45pm	
Period 5 5:00-7:00pm	Period 11 5:00-7:00pm	Period 14 5:00-7:00pm	Period 20 5:00-7:00pm	
Period 6 7:15-9:15pm		Period 15 7:15-9:15pm	Period 21 7:15-9:15pm	