

### FINAL EXAMINATION SCHEDULE-FALL 2023 SEMESTER

**How to read the exam schedule:** In the left column, find the first day and time your class meets during the week. Your final exam time is located directly across in the right column and your exam date is the day listed at the top of the section. Final exams meet in the regularly scheduled classroom, unless the faculty request a room change from the Registrar's office.

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#### Monday, December 11, 2023

9:30 A.M. or 10:00 A.M. Monday	9:00-11:30 A.M.
9:30 A.M. Wednesday	9:00-11:30 A.M.
10:00 A.M. Tuesday	12:00-2:30 P.M.
4:00 or 4:30 P.M. Monday	3:00-5:30 P.M.
4:00 P.M. Friday	3:00-5:30 P.M.
5:00 P.M. 5:30 P.M. 6:00 P.M. (or 6:45) Monday	6:00-8:30 P.M.

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#### Tuesday, December 12, 2023

8:00 or 8:30 A.M. Monday	9:00-11:30 A.M.
11:30 A.M. Tuesday	12:00-2:30 P.M.
1:00 P.M. or 1:30 P.M. Monday	3:00-5:30 P.M.
5:00 P.M. 5:30 P.M. 6:00 P.M. Tuesday	6:00-8:30 P.M.

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#### Wednesday, December 13, 2023

2:30 P.M. Monday	9:00-11:30 A.M.
2:30 P.M. Tuesday	12:00-2:30 P.M.
2:30 P.M. Thursday	12:00-2:30 P.M.
12:00 P.M. Monday	3:00-5:30 P.M.
12:00 P.M. Friday	3:00-5:30 P.M.
5:30 P.M. 6:00 P.M. Wednesday	6:00-8:30 P.M.
7:00 P.M. Monday	6:00-8:30 P.M.
ALL CHM 151 sections	6:00-8:30 P.M.

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#### Thursday, December 14, 2023

8:30 A.M. Tuesday	9:00-11:30 A.M.
4:00 P.M. Wednesday	12:00-2:30 P.M.
4:00 P.M. or 4:30 P.M. Tuesday	3:00-5:30 P.M.
5:30 P.M. 6:00 P.M. or 7:00 P.M. Thursday (or 4:30)	6:00-8:30 P.M.

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#### Friday, December 15, 2023

11:00 A.M. Monday	9:00-11:30 A.M.
11:00 A.M. Wednesday	9:00-11:30 A.M.
1:00 P.M. Tuesday	12:00-2:30 P.M.
7:00 P.M. Monday	3:00-5:30 P.M.

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#### Saturday, December 16, 2023

All Saturday classes	9:00-11:30 A.M.
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## **NOTES & FACULTY SENATE EXAM POLICY**

**PLEASE REALIZE THAT CLASSES WILL NOT MEET AT REGULAR SEMESTER MEETING TIMES DURING FINAL EXAM WEEK.**

**NYS CONTACT HOUR REQUIREMENT.** Courses are scheduled throughout the semester to meet the NYS *minimum* required contact hours. Both class days and the final exam period are included to ensure this minimum requirement is met. Therefore, **CLASSES ARE TO BE HELD FOR THE FULL SEMESTER and NOT CANCELLED.** And a **FINAL EXAM OR ITS EQUIVALENT**, i.e., final paper, project, etc. **MUST BE GIVEN DURING FINAL EXAM WEEK. FINAL EXAMS ARE NOT TO BE GIVEN DURING THE FINAL WEEK OF REGULAR CLASSES.**

### **Faculty Senate Policies Governing Final Examinations**

1. If an instructor requires a final examination, he or she may not administer the examination during the final two weeks of class.
2. During the final two weeks of class, an instructor may administer an in-class examination that does not count as part of the final examination if and only if he or she gives a final examination during the final examination period.
3. To minimize distractions during written exams, students should remain in the examination room for at least one hour.

**PROFESSIONAL COURTESY.** In addition to meeting NYS requirements, each faculty member is expected to follow these policies to support their students and their colleagues who are also teaching. All students are expected to fully participate in each of their courses to the end. Scheduling a final before final weeks has led to students skipping other courses and indicating they are so doing to study for a final scheduled to be given prior to the last day of classes. Complaints from students and faculty alike come to both the Offices of the Provost and Deans. Each faculty member's attention to these matters is greatly appreciated.