PROCEDURES FOR GROUP FINAL MAKE-UP EXAMS
FALL 2015

GROUP FINAL EXAMS & MAKE-UP EXAM
SATURDAY, DECEMBER 12

The following Department of Mathematics & Statistics and Computer Science courses have group finals:

MATHEMATICS 105, 120, 141, 150, 151, 210, 211, 252
COMPUTER SCIENCE 107, 108
STATISTICS 119, 250

Listed below are commonly acceptable reasons for giving a make-up exam and the procedures for students to follow:

1. Student has another group final at the exact same time as a Mathematics, Statistics, or Computer Science group final. Back-to-back exams does not warrant a make-up exam.

2. Student has 3 (or more) group final examinations on Saturday, December 12.

3. For religious reasons, the student cannot take the exam on Saturday, December 12. Written letter on letterhead must be provided from religious official. Student will need to confer with their instructor to take the group final during finals week.

4. In certain special circumstances the department may permit a make-up when there is some serious and compelling reason preventing a student from taking their scheduled Saturday exam. These situations are handled on an individual basis and must be approved by the Department.

Procedures to follow: Student must come to the Math Department Office and request a petition form for a Group Final Make-Up no later than 1:00pm, Tuesday, December 1. Signatures of all instructors involved will be required on the petition form. Completed petition forms must be returned to the Math/CS Department by the deadline. No petitions will be accepted after the deadline. Student must register on the Department’s make-up roster no later than 1:00pm, Tuesday, December 1. No exceptions! If you miss the deadline, you must confer with your instructor to do a make-up exam.

Students who will be taking another Department's make-up exam must contact that department for the procedure to take that department's make-up group final.

REGISTRATION FOR MAKE-UP EXAMS WILL BEGIN MONDAY, NOVEMBER 16.
Deadline to register is Tuesday, December 1 at 1:00pm.

See online Group Final exam schedule:
http://arweb.sdsu.edu/es/registrar/finalexams/15_fall.html#group

GROUP FINAL examinations are scheduled for Saturday, December 12.
MAKE-UP FINAL examination is the same day, Saturday, Dec. 12, from 6:00-8:00pm in EBA 343.

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