PROCEDURES FOR GROUP FINAL MAKE-UP EXAMS
SPRING 2015

GROUP FINAL EXAMS & MAKE-UP EXAM
SATURDAY, MAY 9, 2015

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
STATISTICS 119

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

- Student has another group final at the exact same time as a Mathematics, Statistics, or Computer Science group final.

- For religious reasons, the student cannot take the exam on Saturday, May 9. 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.

- 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 in advance.

Procedures to follow: Student must come to the Math Department Office and request a petition form for a Group Final Make-Up from Wed., April 8 – Wed., April 29. 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 sign up on the Department’s make-up registration sheets no later than 11:30am, Wednesday, April 29. No late registrations accepted.

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

SIGN-UP for MAKE-UP EXAMS will begin WEDNESDAY, APRIL 8. DEADLINE to register is WEDNESDAY, APRIL 29, 11:30am.

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

Note: GROUP FINAL examinations are scheduled for Saturday, MAY 9. MAKE-UP FINAL examination is the same day, Saturday, MAY 9, from 6:00-8:00pm. Room assignment will be available at registration.

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