

TO: All Teaching Faculty  
FROM: Laura Nudi, Scheduling Office  
RE: Fall 2009 Final Examination Notification - Valhalla Campus Day Courses

**TO MAKE A REQUEST:** Complete & return a Final Exam Request Sheet (pg 7) by Monday, October 19<sup>th</sup>.

1. **Please review the final examination schedule to make certain that all your course(s) requiring finals are listed. If any course is missing, please list course ID, course name and reference number with suggested exam day/session (i.e., ACC 101, Accounting 1, #2002 to be given date/day/session).**
2. **STUDENT CONFLICTS:** **Please read aloud to your class the list of courses in the session** when your final exam is scheduled *to assist your students in determining if your exam conflicts with any of their other final exam(s) including extension sites*. If they have a conflict, instruct them to complete a Student Conflict Form, available at the College website ([www.sunywcc.edu](http://www.sunywcc.edu)) and in the Division Offices. This form should also be used by students with final exam conflicts between the Valhalla campus and an extension site. The Student Conflict Form contains additional instructions. The deadline to submit ALL Student Conflict Forms is 12noon on Monday, December 14, 2009. This deadline will be strictly enforced.

**If you have five or more students in one course section with conflicts**, we can try to resolve the conflict. The **NEW FORM (pg. 8) must be filled out for action**. Departmental exams cannot be moved. *Your Department Chair and Associate Dean must sign any request for a change of session*.

3. **If you require a specialized room for your final exam** (computer lab, etc.), please request it immediately before exams are scheduled and assigned a room.
4. **If you want to combine multiple sections of a course into a single classroom or a lecture hall classroom (CLA 200 – now available)**, list the course name/reference number(s) with a current enrollment and we will attempt to accommodate your request. Any combining of sections fulfills only one proctoring assignment.
5. **7:00am courses** will have their final exam during the day/session scheduled for all weekday sections of that course.
6. **Distance Learning (online/video)** final exams must be scheduled after 5:30pm during final exam week. Contact the Scheduling Office for a room reservation. Hybrid courses are scheduled during day exams with like sections.
7. **Adjuncts on-campus teaching weekday (M-F) courses** receive an assignment for each course with a paid final exam and are expected to be available during Final Exam week. If there are commitments that restrict your availability, submit the Final Exam Request Sheet form with the information and signed by your Department Chairperson. We will make every effort to consider such commitments. **Adjuncts will be scheduled as needed if we are not notified by Monday, October 19, 2009.** If you have a conflict when the Final Exam Schedule is posted in November 2009, you must contact your Department Chairperson to assist you in finding a replacement. Laura Nudi must be notified of any changes.
8. **How the number of proctoring assignments is determined for full-time faculty:**
  - Full-time faculty start with four proctoring assignments. Department Chairs receive credit for two assignments to fulfill their administrative duties.
  - Full-time faculty who teach a *weekday overload* on-campus are given an additional assignment for each course with a final exam.
  - Full-time faculty receive one less assignment for *regular load* courses with a final exam taught at night, off-campus or weekends. Advise the exam scheduler if you are teaching a daytime course off-campus.

Please contact Laura Nudi (x6858) if you have any questions about the above information.