

FALL 2009 OFF-CAMPUS FINAL EXAM SCHEDULE

To: Extension Site Faculty
From: Dean Andrea Morville, Extension Sites
Date: September, 2009

Below is information on final exams for off campus classes. Please share this information with your students.

- Off campus exams are held during the scheduled final exam week. **Exam dates for Fall 2009 are Saturday, Dec. 19 through Wednesday, Dec. 23. The emergency make-up date is Thursday, Dec. 24. There are no scheduled exams on Thursday, Dec. 24 or Friday, Dec. 25.**
- Students who have an exam conflict should be directed to file a Student Conflict Form which is available on the college website under "Academics; Final Exam Schedules." There will be conflict rooms at several extension centers.
- Faculty conflicts: please contact Laura Nudi (x6858) ASAP so alternate arrangements can be made for the on-campus final exam(s).

Specific Final Exam Information for Off Campus Classes at Peekskill, Ossining, Cross County, Mt Vernon, Center for the Arts, New Rochelle, Mahopac, Port Chester, Roosevelt (Yonkers), and Shrub Oak

Day and Evening, Saturday through Wednesday, Classes:

- Exams are held during the regularly scheduled time period, in the same room, at the same location as the class, for a two hour period, during the Dec. 19-23 final exam period.
- Classes that meet twice per week (M/W or T/Th) will hold exams on the first day of the week (Monday for a M/W class and Tuesday for a T/Th class).

Day and Evening, Thursday and Friday Classes:

- Exams cannot be offered on Thursday, Dec. 24 or Friday, Dec. 25. Classes which normally meet on a Thursday or Friday will need to select a day and time within the final exam period of Saturday, Dec. 19-Wednesday, Dec. 23. Room availability varies from location to location; please speak with your center director (listed below) for day/time/room scheduling.
- The selection of an exam day/time needs to be done early in the semester, so that your center director can ensure room availability, and so that the information is communicated to your students as early as possible
- **Either you or your center director must inform Dean Morville of your exam day/time no later than Sept. 30**, so that any conflicts can be addressed.
- There will be several off-campus conflict rooms established during exam week.
- The college recognizes that the academic calendar for Fall 09 makes final exam scheduling problematic; if you have any concerns, please discuss them with your center director or with Dean Morville (914-606-6527; andrea.morville@sunywcc.edu)

Directors: Peekskill: Sherry Mayo; sherry.mayo@sunywcc.edu; 914-606-7385
Cross County: Caryn Helfer; caryn.helfer@sunywcc.edu; 914-606-7132
Ossining: Bonnie Reyna; bonnie.reyna@sunywcc.edu; 914-606-7408
Mt Vernon: Gina Gaines; gina.gaines@sunywcc.edu; 914-606-7201
Center for the Arts: Abre Chen; abre.chen@sunywcc.edu; 914-606-7510
School Locations (New Rochelle, Mahopac, Port Chester, Roosevelt (Yonkers), Shrub Oak
Gabrielle Fox; gabrielle.fox@sunywcc.edu; 914-606-6534

Cc: Vice President Rogalski, Associate Deans, Extension Site Directors, Facilities/Scheduling Office