April 12, 2006

TO: Instructors teaching group finals
FROM: Brenda Wills
RE: SPRING 2006 Group Final Make-Up

As in past semesters there will be some students who have a conflict during the group final examination time. Group final make-ups require Departmental approval.

Make-up examinations will be given on Saturday, May 13, 2006 at 6:00-8:00 pm to those students who have signed up in the Math Department. We have established priorities for make-ups and we share the load with other departments.

Each student must register at the Math Office to be allowed to take the make-up exam. Students should contact the Math Office in person for details on taking the make-up. They can begin the process on Monday, April 17, 2006 and should contact the Office no later than Wednesday, May 10, 2006.

Please let your students know that they can check with the Math Office in GMCS-413 for the rules and procedures for taking make-up exams. See attached copy for your reference. If you have any questions or concerns pertaining to Group Final Make-Up, please see me as soon as possible.
PROCEDURES FOR GROUP FINAL MAKE-UP EXAMS  
SPRING 2006  

The following Department of Mathematics and Statistics and the Department of Computer Sciences courses have group finals: Math 120, 141, 150, 151, 210, 211, CS 107, Stat 119  

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 their math/stat/cs group final.  
   Procedures to follow:  
   Student must come to the Math Office and petition for a make-up no later than Wednesday, May 10.  
   Signatures of all instructors involved will be required on the petition form. Completed petition forms must be returned to the Math Dept. and the student must sign up on the Department's make-up registration sheets no later than Wednesday, May 10.  

2. Student has 3 (or more) group final examinations on Saturday, May 13.  
   Procedures to follow:  
   Student must come to the Math Office and petition for a make-up no later than Wednesday, May 10.  
   Signatures of all instructors involved will be required on the petition form. Completed petition forms must be returned to the Math Dept. and the student must sign up on the Department's make-up registration sheets no later than Wednesday, May 10.  

3. For religious reasons, the student cannot take the exam on Saturday, May 13.  
   Procedures to follow:  
   Student must come to the Math Office and petition for a make-up no later than Wednesday, May 10.  
   Signatures of all instructors involved will be required on the petition form. Completed petition forms must be returned to the Math Dept. and the student must sign up on the Department's make-up registration sheets no later than Wednesday, May 10.  

4. In certain special circumstances the department may permit a make-up when there is some unchangeable situation preventing a student from taking their Saturday exam. These situations are handled on an individual basis and must be approved by the Deans' Designee.  
   Procedures to follow:  
   Student must come to the Math Office and petition for a make-up no later than Wednesday, May 10.  
   Signatures of all instructors involved will be required on the petition form. Completed petition forms must be returned to the Math Dept. and the student must sign up on the Department's make-up registration sheets no later than Wednesday, May 10.  

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 MONDAY, APRIL 17, 2006.  

NOTE: Group final examinations are scheduled for Saturday, May 13. The make-up final examination is the SAME DAY, Saturday May 13 at 6:00-8:00 pm.