

OBERLIN

COLLEGE & CONSERVATORY

FINAL EXAMINATION SCHEDULE FALL SEMESTER 2017 DECEMBER 13-17

All exams are to be administered from 9-11 a.m., 2-4 p.m., and 7-9 p.m.

COURSE MEETING TIME	EXAMINATION DAY AND TIME
	Wednesday, December 13
11:00 MWF (Includes MW, MTWR, MTRF and daily classes)	9:00 - 11:00 a.m.
8:00; 8:35: 9:00 MWF (Includes MW, MTWR, MTRF and daily classes)	2:00 - 4:00 p.m.
8:00, 8:30, 8:35 am TTh ; 12:00 TTh; 4:00; 4:30 all days	7:00 - 9:00 p.m.
	Thursday, December 14
11:00 TTh	9:00 - 11:00 a.m.
1:00 TTh; 1:30 TTh	2:00 - 4:00 p.m.
ALL Chem 101 sections; make-up exams	7:00 - 9:00 p.m.
	Friday, December 15
9:00, 9:30, 9:35 TTh ; 10:00 TTh; Seminars	9:00 - 11:00 a.m.
10:00 MWF (Includes MW, MTWR, MTRF and daily classes); make-up exams	2:00 - 4:00 p.m.
1:00 MWF; 1:30 MWF (Includes MW, MTWR, MTRF and daily classes)	7:00 - 9:00 p.m.
	Saturday, December 16
3:00 MWF, 3:30 MWF (Includes MW, MTWR, MTRF and daily classes)	9:00 - 11:00 a.m.
2:30 MWF (Includes MW, MTWR, MTRF and daily classes)	2:00 - 4:00 p.m.
2:30 TTh; 3:00 TTh; 3:30 TTh	7:00 - 9:00 p.m.
	Sunday, December 17
6:30 pm; 7:00 pm; 7:30 pm; 8:00 pm: all days; Hrs. to be arranged	9:00 - 11:00 a.m.
Make up exams	2:00 - 4:00 p.m.

Final Examinations in courses in which hours are arranged may follow the time at which the course is scheduled or the time set aside for all arranged-hours courses.

Make up exams must follow the Final Exams and Final Projects policies cited below. No make-up exam may be scheduled to extend the due date for all work.

The last day of the Reading Period (Tuesday, December 12) is the deadline for submission of all written work, except for a final project.

Complete policies with regard to the end of the semester can be found in [The Oberlin College Faculty Guide](#). The following policies are excerpted from the Guide for quick reference.

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Reading Period: There will be a four-day Reading Period between the last day of classes and the beginning of the Evaluation Period each semester to be used by students to prepare final projects or for exams. With the exception of certain musical performance examinations, auditions, and other Conservatory assessments, classes will not be held nor will final projects or exams be due during the Reading Period. Optional review sessions or individual lessons or conferences may be arranged during Reading Period. With the exception of final exams or final projects (see Final Exams and Final Projects below for the definition of a final project), regular assignments for a given course must be due no later than the last day of classes, and, if late, such work may be accepted no later than the last day of Reading Period. That is, Faculty are permitted to grant extensions to individual students for the submission of late work until the end of Reading Period. Faculty are expected to structure syllabi and assignments so that students can reasonably finish the work assigned before Reading Period. No credit may be given for work submitted after these deadlines unless an Incomplete grade has been duly authorized (please see section 9 below). Faculty must not give informal extensions nor make arrangements with students that contradict the policies about due dates and submission of work. All extensions beyond Reading Period must be formal Incompletes. See below for more information on Incompletes.

End of Semester Work: There is a multiple-day period, designated in advance by the Registrar and posted on the Academic Calendar as the Final Exam Period, when final exams are given or when the final projects for courses are due. No classes are held during this period, though optional review sessions or individual conferences may be arranged during the Final Exam Period. The Registrar determines the day and time at which "in-class" final exams are scheduled or when final projects are due and posts this on the Registrar's website as the Final Exam Schedule. Faculty may not give final exams or make final projects due in advance of the time designated by the Registrar, nor at any different time within the Final Exam Period without permission from the Registrar. It is the expectation that the final work submitted in any course will be due at a time that coincides with the end of the exam time scheduled for that course by the Registrar. Thus, a significant assignment, such as an in-class or take-home exam, the last of several papers written for a course, or a presentation, may be due in the last two weeks of a course only if a final exam or final project is assigned in the course.

(a) **Final Exams:** A final exam may be administered either at the time and place scheduled for that course by the Registrar or as a take-home exam. The time period for an "in-class" final exam is limited to two hours. Take-home final exams should not be distributed before the last day of classes, and should be due at the time that coincides with the end of the exam time scheduled for that course by the Registrar. If students are expected to complete the take-home final exam in a single sitting, the time period for the exam should not exceed four hours. If a take-home final exam will take longer than four hours, students should be allowed to spread out their work on the exam over the Reading Period and the Final Exam Period up to the end of the exam time scheduled for that course by the Registrar. In any case, faculty should ensure that take-home final examinations do not interfere with students' other end-of-semester work. (b) **Final Projects:** In lieu of a final exam, instructors have the option of designating an academic exercise (a paper, performance, or other work) assigned or distributed before the end of classes as the course's final project. As the final work submitted in a course, final projects are due at the time that coincides with the end of the exam time scheduled for that course by the Registrar. (The only exceptions to this are certain musical performance examinations, auditions, and other Conservatory assessments.) Faculty members should give students reasonable notice of the requirements of the final project and should have appropriate expectations of the time and effort required of students to complete the final project, recognizing that a student will have several other final projects and exams. The time of a final exam or the due date of a final project for an individual student cannot be changed from the time scheduled for that course by the registrar— not even at the time allocated to other sections of the same course — without special permission from the Dean of Studies (for courses in the College of Arts and Sciences) or the Conservatory Associate Dean for Student Academic Affairs (for courses in the Conservatory of Music). Acceptable reasons for a student to request a final exam time change include having two exams scheduled at the same time or having three exams scheduled or three final projects due in a 24-hour period. Travel schedules are NOT a legitimate reason to change exam times. Students who must be absent from "in-class" final exams for legitimate reasons may make up these final exams upon presentation of signed form of permission from the Dean of Studies or the Conservatory Associate Dean. Applied Music Committee Examinations (Conservatory of Music) for freshmen and sophomores are typically held at the end of the second semester.