

Final Examinations in Mathematics

This information applies to mathematics examinations. You must check with your professors in other subjects to learn their procedures.

There are eleven examination periods beginning with Saturday afternoon, December 12, 2:00– 5:00, and continuing Monday through Friday of the next week: mornings, 9:00–12:00, and afternoons, 2:00–5:00. You may take your mathematics examination in any one of these periods.

At the beginning of the last week of class, go to the Registrar's office (or the Commons) and obtain an examination envelope for each of your final examinations. Complete all the information on the front of your mathematics examination envelope (except for writing and signing the pledge) and give it to your professor at Monday's class meeting. *You must state on the envelope the examination period you select for your mathematics examination.* (Keep a record of the time you picked.)

Changes in your selected period are allowed, but you must follow this procedure. Changes are made *only* by coming in person to the front hallway of Robinson Hall and writing your changes on the change-list located there. No changes will be made by telephone or e-mail.

If you wish to take your examination *earlier* than the period you indicated on the envelope, you must write your change on the change-list at least one-half hour before the period to which you wish to change.

If you wish to take your examination *later* than the period you indicated on the envelope, you must write your change on the change-list at least one-half hour before the period you originally selected.

*Failure to follow the instructions above will result in a **deduction of points** from your examination score **for each violation of the instructions.***

Examinations *must* be taken in assigned locations. Late-comers will not be allowed additional time. No one will be permitted to start early. You may leave when you finish, even if you do not use the entire three hours. Please do not seal the examination envelope. In general, follow the instructions of the professor in charge of your examination period. If you have permission from the Dean to take extra time on your examination, then you must notify your professor of this and you must start your examination during a morning examination period.

Finally, students are not permitted to discuss an examination and a professor is not permitted to tell a student the grade of an examination until the conclusion of all examinations on December 18.