

March 22, 2010

TO: All Teaching Faculty

FROM: Laura Nudi – Scheduling Office

RE: **SPRING 2010 FINAL EXAM SCHEDULE**
Valhalla Campus Evening/Weekend Courses
Monday, May 10, 2010 through Sunday, May 16, 2010

Please conform to the following examination schedule:

EVENING CLASSES - Monday through Thursday Meetings

1. Evening classes which meet one (1) evening per week (Monday, Tuesday, Wednesday or Thursday) will *schedule their final exams during exam week to begin at the regular start time and in their regular classroom.* The time given for final exams will be two (2) hours.
2. Evening classes which meet two (2) evenings per week will schedule exams in the following manner:

CLASS MEETING NIGHTS	START TIME	LAST CLASS MEETING	FINAL EXAM DATE**
Mon/Weds	before 8:00pm	Weds May 5	Monday May 10
Mon/Thurs	before 8:00pm	Thur May 6	Monday May 10
Mon/Weds	8:00pm or later	Weds May 5	Wednesday May 12
Mon/Thurs	8:00pm or later	Thur May 6	Thursday May 13
Tue/Thurs	before 8:00pm	Thur May 6	Tuesday May 11
Tue/Thurs	8:00pm or later	Thur May 6	Thursday May 13

**Exams will begin at the regularly scheduled start-time/classroom and will be two (2) hours.

3. Faculty teaching the few sections that don't fit into any of the above categories should make their own arrangements for their two (2) hour exam with permission of their Department Chairperson. If you need a classroom for this purpose, please contact Laura Nudi (914-606-6858). If as a result you then have a student who has an exam conflict (your exam and another exam at the same time), please make arrangements to accommodate that student.

WEEKEND CLASSES - Friday Evening through Sunday:**

<u>FRIDAY Evenings</u>	last class session – May 7	final exam - May 14
<u>SATURDAY Day/Evening</u>	last class session – May 8	final exam - May 15
<u>SUNDAY Day</u>	last class session – May 9	final exam - May 16

**Exams will begin at the regularly scheduled start-time/classroom and will be two (2) hours.

Please contact your department chairperson or associate dean if you have any questions about the above schedule.

Thank you for your cooperation.

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