

Final Examination Schedule
Buckner F. Melton, Jr.
FALL 2017

Below are the dates and times of all of my final examinations for this semester. Students needing to take a makeup mid-term exam should check with me as soon as possible to arrange. (Makeup midterms are only for students who haven't taken the midterm yet. If you have taken the midterm already, you cannot retake it as a makeup.)

If you believe a conflict exists with another exam, please let me know immediately. Please keep in mind that, as is stated in the syllabus, the final examination is cumulative/comprehensive.

HISTORY 2111-20 CRN 86928, THOMAS 100,
WARNER ROBINS, TUESDAY AND THURSDAY 12:30 PM-1:45 PM: THURSDAY 30 NOVEMBER, 12:30-1:45 PM

HISTORY 2111-13 CRN 86707, WALKER 204,
COCHRAN, MONDAY AND WEDNESDAY 12:30 PM-1:45 PM: MONDAY 4 DECEMBER, 12:30-1:45 PM

HISTORY 2112-11 CRN 86709, WALKER 204,
COCHRAN, MONDAY AND WEDNESDAY 2:00 PM-3:15 PM: MONDAY 4 DECEMBER, 2:00-3:15 PM

HISTORY 2112-18 CRN 87045, THOMAS 100,
WARNER ROBINS, TUESDAY AND THURSDAY 11:00 AM-12:15 PM: THURSDAY 30 NOVEMBER, 11:00 AM-12:45 PM

POLITICAL SCIENCE 1101-20 CRN 86713,
THOMAS 100, WARNER ROBINS, TUESDAY AND THURSDAY 9:30 AM-10:45 AM: THURSDAY 30 NOVEMBER, 9:30-10:45 AM

I call your attention to the following passage from the syllabus:

Missing/making up the midterm: A student who misses the mid-term will take a make-up mid-term at the time scheduled for the final examination, i.e., s/he will take both the makeup and final exams together; when time doesn't permit this, the student will take the makeup at the university-scheduled time for the final exam or, failing this, at my discretion.

Missing the final exam: Final examinations for *all* students in the section as a group will be given *either* at the at the university-scheduled time for the final exam for the time and date this section meets, *or* on the last day of class (not both), at the instructor's discretion. (In other words, I have a

choice as to when to schedule the final, but students don't have a choice.) I'll announce the date at least two weeks beforehand.

Unlike midterm examinations, final examinations may not be made up or time-shifted. If you miss the final exam, you miss the final exam and you will receive a zero on it. Finals take place at the end of the semester when my grading schedules and commitments are tight and I face deadlines from the registrar for submitting my course grades. I cannot arrange to schedule special makeup finals for individual students. If you can provide me with written official documentation of an emergency or some official compulsory reason for absence, I will exempt you from the final exam if I receive that documentation by the deadline I face for submitting course grades to the registrar. If you are exempted, the quizzes will count 20% of your grade and the midterm will count 80% of your grade. Examples of emergencies or official compulsory reasons that will permit an exemption, if documents, include but aren't limited to 1) military deployment, exercise, or transfer orders, 2) subpoenas or summons for court appearances, 4) official written requests from MGSU officials for accommodations in light of academic, athletic, or disability requirements, 5) official documentation of a death, grave illness, or other major medical emergency in the immediate family (e.g., funeral notice, death certificate, emergency room or urgent care admission form showing major medical issue, and the like, or 6) official documentation of an act of God (e.g., police report of traffic accident or major breakdown on the way to take the exam). Again: whatever the reason, it is not enough to tell me that an emergency or the like has occurred; you must provide me with official written documentation before my grades are due. This documentation is subject to my verification. Absent this documentation, you get a zero on the final.

Examples of reasons that *won't* suffice to permit a rescheduled or makeup final, regardless of documentation, include but aren't limited to 1) oversleeping on the day the final exam is scheduled, 2) forgetting when the final exam is scheduled, 3) routine doctor or dental visits, 4) having non-refundable (or any) plane tickets for a date prior to the scheduled final exam, 5) being scheduled to work during the final exam, 6) having child care issues during the scheduled final exam, 7) attending a student protest or political rally when the final exam is scheduled, 8) being out of town, visiting home, or visiting parents during the scheduled final exam, and 9) incarceration of the student. The fact that this policy may cause you inconvenience is no excuse. Scheduling makeup exams causes *me* considerable inconvenience at a very busy point in the semester and, more importantly, is potentially unfair to your fellow students, who may have inconvenienced themselves to make it when you didn't. As noted elsewhere in this syllabus, you are free to attend or not to attend on days when there are no exams, but on the two days when we have an exam, you must be here. You are strongly advised to arrive on time for an exam, but at any rate, you must arrive before the first student taking the exam leaves. If you arrive after that point you may not take the exam.

Policy on Disability, Personal Hardship, and Other Accommodations: Students seeking academic accommodations for a special need must contact Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023.. Students may also visit the Disability Services Office in room 266 of the Student Life Center on the Macon campus or in Sanford Hall on the Cochran campus or consult the following Web page: <http://www.mga.edu/disability-services/>

Students who are experiencing personal hardships unrelated to medical or health-related special needs and seeking accommodations should contact the Office of Student Affairs at 100 University Parkway, Macon, GA 31206, (478) 757-7383 to determine if it will grant an accommodation. Students who must miss a quiz or an examination due to participation in a university-sanctioned event (such as a sporting event) should ensure the appropriate university office or official authorizes an accommodation for such an occasion.

In order for you to receive an accommodation in this class for any of the above reasons, you must ensure that I receive your official paperwork in a timely manner directly from the appropriate office or official as noted above. You also must ensure that, for exams, *you* schedule/make any special testing arrangements *and* that I receive timely notice of these arrangements from the testing center. If one (or more) of these things does not happen, you may not receive appropriate accommodations. The burden is on you to make these arrangements.