

Hello everyone,

The scheduler for the Final Exam will open on Tuesday, May 3. Make sure you that you schedule your final exam as soon as possible, because you want to get your best time slot for the final. As a reminder, I cannot alter the testing dates for anyone regardless of the situation you are in. The dates of the testing window are May 5 - May 6.

Also, the final exam will replace your lowest test grade. That means that it will count for itself and that exam. We will calculate your average two times: once without the final exam replacing anything, and second with the final exam replacing either Test 1, Test 2 or Test 3. Your average will be the highest of these averages. The final exam will replace the raw score of an exam only, meaning that if you received 4 points for taking Practice Test 1, those 4 points will still apply to the Test 1 score even if the final replaced your Test 1 score. The extra points on the final exam will not transfer to the exam it replaces.

As per my previous email, completing the Teacher Evaluation will earn you 5 extra points on the final exam (combined with the Practice Final Exam, this means you have an opportunity to earn up to 10 extra points added to the final exam). Please make sure you complete that as soon as possible, once it becomes available. Once it closes, I cannot reopen the Teacher Evaluation form.

Any assignments that are going to be dropped from your average will be done on the morning of May 5 (roughly at 6:00 am). In the letter grade calculator, once the NADFA row contains a non-zero value that means that the assignments have been dropped. All of your grades, including the dropped grades, will still be visible in the letter grade calculator, even after this is done. I would suggest you take a screenshot of your letter grade calculation once the grades have been dropped, as you will not be able to view it after May 5.

***If you are planning to opt-out of the Final Exam***, you must have an overall average of B- (80%) or higher, and have completed the Teacher Evaluation (this is a requirement if you are planning to opt-out of the Final). Be mindful of the deadline for the Teacher Evaluation (discussed in that email) since it expires before the opt-out window opens. Rounding up is not permitted, so please do not ask me to bump up your grade or “find extra points” so you can qualify for opting out. I cannot reopen expired assignments because you are close to opting out. You will have a 1-day window (May 5, 6:00am – 11:59 pm) in which you can opt-out of the Final Exam. There are a few things to keep in mind. Make sure all of your pending assignments have been graded and appear in your calculation. All of the grades will be submitted prior to the opt-out window, however, your Letter Grade Calculator may not show these grades until start of business on 5/5. Once all your grades appear, and you see an indication that your low grades have been dropped, you will be able to opt-out of the Final Exam.

### ***Opting out of the Final Exam is NOT automatic!!***

If you meet the minimum qualifications, discussed above, on the morning of May 5 a link will appear on the Letter Grade Calculator screen (in casa, go the Gradebook, then select the Letter Grade Calculation link in the upper left corner) in the upper left corner stating if you would like to opt-out of the final exam. After clicking that link, follow the on-screen instructions. Once you see a confirmation code, you have successfully opted out of the Final Exam. Either write down or screenshot that code. This is your receipt (and proof in case of any doubt) that you have opted out of the Final. I do not need that code from you unless there is a problem, and then I will request it from you. If for whatever reason, you believe you opted out and there was an issue, my first question will be “What was your confirmation code?” Hold onto this code until you see your final grade posted in PeopleSoft.

If anything happened while you were in the process of opting out (computer reset, you lost your wifi signal, your battery died, etc), start over and repeat the process. Do not assume that your request went through. If you are unable to repeat the process, let me know then. Do not wait until your final grade is posted to ask if there was a problem opting out. Again, once you see your confirmation number, then you know for sure that the request has been processed. If you did not see that number, then you did not successfully opt-out.

*The process of opting out the final will take roughly 5 – 10 minutes and you have a full day to do this. If you wish to opt out of the Final, please do this during that time frame. If you miss your opportunity to opt out, then you will be required to take the Final Exam.*

*Also, opting out refers to the Final Exam ONLY! You are still required to take Test 3 as it appears in the calendar!!*

I try to post final grades as soon as I can. However, I cannot post grades for individuals, only for the entire class. This means that before I can post anyone's grade, I need to receive testing materials from numerous locations on campus. This takes time. Once I have that material received, posting grades will only take me about twenty minutes, but I cannot do that until this happens. Emailing every ten minutes to ask when your grade will be posted will not speed up this process. Once I post grades, they will be visible in PeopleSoft under the screen where you register/drop classes. They need to be given final approval by several offices before they move onto Unofficial Transcript. This process can take 24 to 48 hours to happen. Again, emailing me every ten minutes to ask when you will get your grade will not speed up this process. The due date for me to post grades is 5/15. I will try to post them earlier than that, but I am limited by how quickly I receive materials from other offices.

Once your grade is posted, if you believe there is a discrepancy, please feel free to contact me. It is very unusual for a grade to be miscalculated since everything is done electronically, not manually, but it is possible. I cannot discuss your individual grade by email, but I will be able to meet with you on campus, most likely in early June, to discuss the matter in person.

If there are any questions, please do not hesitate to ask.

--Dr. C