Final Exam Scheduling Process

- Prior to the start of the semester, the CBASM office will send departments a spreadsheet of courses for the upcoming semester where there is not an instructor listed. The department should add the instructor(s) to the course in Banner by the established deadline.
- Prior to the start of the semester, the CBASM office will send departments a spreadsheet of courses for the upcoming semester for final exam scheduling. The list will not contain independent study, internship and practicum courses. The departments must indicate:
  - If the course will offer a final exam.
  - If any section(s) of a course should be scheduled separately. The CBASM office will schedule multiple sections of a course together, unless otherwise indicated.
  - If double seating or other special seating requirements are requested.
  - If any specific room requirements, including technology, departmental rooms or computer pods, are requested.
  - If any other requirements are requested, including special time requests (approval required), exams scheduled for more than 2 hours, on-line exams and turn-in exams.
- Departments should make changes directly to the spreadsheet provided and return to classrooms@binghamton.edu by the established deadline.
- CBASM will run the final exam scheduling software which will assign days, times and rooms to courses. The software will schedule exams to be conflict free. In some cases, an exam cannot be scheduled without conflicts. The CBASM office will provide student conflicts to departments upon request.
- The final exam schedule will be posted to the website and BU Brain approximately 2 weeks after the end of the drop/add period.
- Once the final exam schedule is posted, any requests for changes must be approved by the department chair and dean’s office. CBASM can provide a list of student conflicts created by the requested change.
- Review sessions can be scheduled during final exam period based upon room availability and after exams are scheduled.

*Scheduling note: The CBASM office will attempt to meet the requests, however, it is not guaranteed. In some cases, large courses may need to be scheduled in more than one room.*