




Memorandum

Office of the Provost and Vice President for Academic Affairs

Date: January 18, 2024

To: College Deans

From: 
Meera Komarraju
Provost and Vice President for Academic Affairs

Subject: **Scheduling of Final Examinations**

You are reminded of University Policy regarding final examinations, which is posted as “Final Examination Policy” under the University Catalog site. That policy states, in part, that “in lecture courses, no final examination may be scheduled by an instructor prior to the regularly scheduled time.” **Final examinations for the Spring 2024 semester are scheduled between Saturday, May 11, and Friday, May 17.**

Under no circumstances should faculty change the time or date of the scheduled final examination without written approval of the Department Chair and College Dean. Any approved deviations from the printed final examination schedule should be forwarded to me.

One general exception is the scheduling of final examinations for students who are registered with the Office of Disability Resources and Educational Services and have been approved for an adjustment in the scheduling of their final examinations. Additionally, we have been advised that one or more days related to religious observations may fall during the examination period this spring. I remind you that the Policy on Examinations and Religious Observations requires that faculty provide accommodation to students when an examination conflicts with their religious observance.

Please remind your Department Chairs of University policy in this matter and emphasize to them the importance of adhering to the printed schedule for final examinations. Please also work with faculty who may need accommodation in covering for/proctoring of examinations scheduled for days of their religious observances.

MK: am

cc: President Beck
Department Chairs
Faculty Affairs