

DATE: January 25, 2017

pvcaa.siu.edu

MEMORANDUM

To: Deans and Associate Deans

From: Susan M. Ford 
Interim Provost and Vice Chancellor for Academic Affairs

Re: **Final Exam Scheduling**

At the beginning of the semester, it is important that we remind faculty of university policy regarding final exams scheduling and its inclusion in their syllabi. All final unit or final examinations must be scheduled the week immediately before commencement (May 8-12 for the Spring 2017 semester).

Instructors must administer their examinations only during finals week, whether or not they poll their students to determine an alternate date, and indicate clearly on the syllabus the appropriate day and time set by the University Registrar: <http://registrar.siu.edu/calendars/finalexam.php> (or please see the attached file). Except in the most unusual of circumstances, scheduling final exams during the last week of classes is not an option.

The policy is intended to ensure that students have time to do their very best work. Finals held the last week of classes often interfere with students' other obligations, such as attending all their classes and completing papers, reports, and projects, which are due in other courses before exam week.

If you have any questions about this policy or the procedure to oversee its implementation, please contact the Office of the Associate Provost for Academic Programs, at 453-7653 or apap@siu.edu.

Thank you for your cooperation,
SMF/reo