

Date: August 23, 2017

**MEMORANDUM**

To: Deans, Associate Deans, and Chairs

From: Lizette Chevalier, Associate Provost for Academic Programs



David DiLalla, Associate Provost for Academic Administration



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 during finals week, which is the week prior to commencement (Dec. 11-15, 2017).

Instructors are required to administer their examinations at the date and time indicated in the final exam schedule. The course syllabus must indicate clearly the day and time set by the University Registrar (<http://registrar.siu.edu/calendars/finalexam.php>).

This policy ensures that students have time to do their very best work. Finals held the last week of classes interfere with students' other obligations, such as attending all their classes and completing papers, reports, and projects that are due in other courses the last week of class.

If you have any questions about this policy or the procedure to oversee its implementation, please contact Lizette Chevalier, Associate Provost for Academic Programs, at 453-7653 or [Lizette.Chevalier@siu.edu](mailto:Lizette.Chevalier@siu.edu).

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