


## MEMORANDUM

DATE: January 13, 2021

TO: Deans, Associate Deans, Directors, Chairs

FROM: Meera Komarraju, Provost and Vice Chancellor for Academic Affairs 

RE: Final Exam Scheduling, Spring Semester 2021

Please remind faculty of the university policy regarding final exam 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 (May 3 - 8, 2021).**

Instructors are required to administer their examinations on the date and time indicated in the final exam schedule. The course syllabus must indicate clearly that the final exam schedule will be set by the University Registrar. The Registrar's Office will post the Spring Semester Final Exam Schedule on their website by the 4<sup>th</sup> week of the Spring semester.  
(<https://registrar.siu.edu/pdf/examspring21.pdf> ).

The final exam policy ensures that students have time to do their very best work. Finals held any other time that is before finals week will 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. Follow the Final Exam Schedule, DO NOT change the date and time of final exams.

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) .

Thank you.