



MEMORANDUM

DATE: November 27, 2023

TO: Deans, Associate Deans, School Directors

FROM: Sheryl A. Tucker, Provost and Vice Chancellor for Academic Affairs

RE: **Final Exam Scheduling, Fall Semester 2023**

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 (December 11 - 15, 2023).**

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 link to the Registrar's Office Fall Semester Final Exam Schedule is <https://registrar.siu.edu/common/documents/pdf/examfall23.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. Faculty are not permitted to 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 Julie Dunston, Interim Associate Provost for Academic Programs, at 453-7653 or apap@siu.edu.

Thank you.