

THE UNIVERSITY OF CHICAGO

Office of the University Registrar

Final Exams Dates and Priorities

(As of November 12, 2008)

Each quarter (except Summer, since most Summer classes do not meet for the entire quarter), the Registrar's Office will complete a final exam schedule for College courses, as well as some (but not all) Graduate Courses.

Departments who wish to include exam information on the examination schedule should indicate that the course needs a final exam on the *Time Schedules* copy submitted to the Registrar's Office at the beginning of the first week of the prior quarter.

The Registrar's Office will prepare a preliminary schedule during third week of the current quarter and post it on-line under the appropriate quarterly header at <http://registrar.uchicago.edu/courses/final-exams.shtml>. Departments should review this information, and check it with each of their instructors—only the parent department of each course need do so, as only the parent course is included on the exam schedules. These schedules are updated periodically over the course of the quarter, and so contain the latest available information.

If examinations need to be added, consult the generic exam schedule at <http://registrar.uchicago.edu/courses/final-exams.shtml> to determine the appropriate exam day/time that corresponds to the regular class meeting time, and submit the request to the Registrar's Office.

If an examination needs to be deleted (no final exam is given, etc.) please ask the Registrar's Office to delete the course.

If a day or time needs to be changed, please consult the generic exam schedule for alternative exam slots. The course instructor should be sure to poll the class to determine whether students have conflicts with the proposed new time, and make any alternative arrangements that may result. Then submit the new information to the Registrar's Office.

Examinations are normally scheduled for the same room the course regularly meets in. However, there are some exceptions.

1. A course may be moved if there is a conflict with another exam, or with a graduate course that is still meeting during exam week. Please check the exam schedule to see what room has been assigned!
2. If the course instructor wants a larger or different room, please consult the Registrar's Office to arrange a change.
3. Multi-section courses giving joint exams (particularly foreign languages) will be assigned rooms for the combined sections.
4. If multimedia or other special equipment is required, be sure to contact the Registrar's Office.

A few other things to remember:

There are no Friday afternoon College exams per the Dean of the College.

There are to be no College exams on the Thursday and Friday Reading Period Days at the end of 10th week, per College policy. The only exception is that graduating seniors may be allowed to take an exam those two days to allow "Convocation Grades" to be determined and posted to the Registrar's Office by the deadline for Convocation grades.

All introductory and intermediate language instruction courses with multiple sections are to be scheduled in the common exam session for Languages. The common exam session for Humanities is rarely used. The common exam session for Social Sciences is occasionally used . . . as directed by the course-offering departments.

Please also consult the document "Prepare for Final Exams" for additional information.