

THE UNIVERSITY OF CHICAGO

Office of the University Registrar

Final Exams

The Registrar's Office routinely schedules final exams for College courses, preparing a published listing on the web and distributed to all Collegiate Divisions and undergraduate academic departments. Some graduate-level courses are also included by particular departments, but most of the graduate-level courses either meet as usual or follow the exam schedule of the unit they occur in, and are not included. Students in such courses should consult with the instructor for details.

The Registrar asks departments at the time of *Time Schedules* submission if a final exam will need to be listed for any/all College courses. The first preliminary exam schedule is issued during the third week of the quarter. Departments can add, delete or change exams as needed and the exam schedule is updated as necessary.

In as many cases as possible, exams will be held in the same classroom as the course regularly meets. Requests for special rooms or special times for exams will be met whenever possible.

The exams are scheduled according to the generic exam schedule located at: <http://registrar.uchicago.edu/courses/final-exams.shtml>. Note that this schedule changes each year, so that no class time slot is always assigned the same exam day/time. The exam sessions for Autumn in one year becoming the sessions for Winter in the next, Winter becomes Spring, and Spring becomes the following Autumn.

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.

Each quarter's preliminary exam schedule is posted at: <http://registrar.uchicago.edu/courses/final-exams.shtml>, under the appropriate quarterly header.

When scheduling exams, note that NO College courses meet during the 11th week of the quarter EXCEPT for the exams. Thus an exam may be scheduled during the 11th week in a room and at a time that would otherwise conflict with a different College course during weeks 1-10. We can NOT make that assumption regarding Graduate courses . . . They are assumed to be meeting during week 11 as regularly scheduled the rest of the quarter unless told otherwise.

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.

There are no special final exams scheduled for Summer Quarter. If needed, departments/instructors need to schedule them on an *ad hoc* basis.