

## MEMORANDUM

DATE: August 12, 2011

TO: Deans, Directors, and Department Heads

FROM: George Gehrels, Chair, Undergraduate Council (UGC)  
Katherine Morrissey, Chair, Graduate Council (GC)  
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: Final Exam Regulations: Amended for Online Classes

Undergraduate Council (UGC) and Graduate Council (GC) urge all new and returning faculty to review the Final Exam Regulations as you prepare syllabi for your Fall classes. At the request of instructors of online classes last year, UGC proposed a policy amendment pertaining to online classes that was supported by the GC and given final approval by the Faculty Senate on February 7, 2011. The amended Final Exam Regulations are effective in Fall 2011 for all undergraduate and graduate online classes.

You may access the complete Final Exam Regulations on the Registrar's site, in the Schedule of Classes for Fall 2011,

<http://registrar.arizona.edu/schedule114/exams/examrules.htm>.

Amendment to the Final Exam Regulations-Item 7:

Instructors of fully-online classes offered in a regular semester and listed as TBA will select (and specify in the syllabus) one of two options: (a) the online exam will be given during the exam period designated for an online class-the last period of the last day of final exam week; or (b) the online exam may be taken at the student's convenience any time during final exam week. For the Fall 2011 examination period, instructors of fully online classes who plan to administer a time-bound final exam (option a) should schedule it on Thursday, 12/15/2011, 8:30 - 10:30 PM.

Implementation of the Amendment:

- \* The Registrar has designated the last period of the last day of final exam week-Thursday evening-because few exams are scheduled during that period.
- \* Students with an exam conflict (another exam scheduled at that time) should follow the procedure outlined in Item 8 of the Regulations.

Questions about the Final Exam Schedule should be addressed to Room and Course Scheduling at 621-3313, or at [fchavez@u.arizona.edu](mailto:fchavez@u.arizona.edu).

Questions about the Final Exam Regulations may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at [cpardee@u.arizona.edu](mailto:cpardee@u.arizona.edu)