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Dear Colleagues:

Each semester there are complaints about changes in final examination schedules. Occasionally, instructors will offer an early final to allow a class to end before the Study Days. Students, at the beginning of a semester, are easily persuaded, or coerced by peer pressure, to agree to an early exam because they do not yet know what reports and other assignments will also be due that last week of classes. Early final exams often lead to unfair course conflicts for some students, and deprive all students of the time needed to review course material - a serious pedagogical compromise.

If your course has a comprehensive final, please announce during the first week of class when it will be held during the examination period as determined by the Registrar (see below). Students who, for whatever reason, cannot attend your final exam during the formal exam period should be given an incomplete or offered an alternative exam, at your discretion. You are under no obligation to offer final exams at times other than the official time defined by the Registrar.

Best wishes,

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Office of the Registrar (<http://www.umich.edu/~regoff/exams/>)

The examination time will be determined from the time of the first lecture, recitation or seminar period of the week. For courses having both lecture and recitation, the examination will be determined from the time of the first lecture period. Certain courses will be examined at special periods as noted. For courses not included in either the regular exam schedule or the special exam periods, the examination date and time will be determined by the mutual agreement of the instructor and the students in the course. If any student is assigned four examinations during the same day, the University Final Examination Committee will seek reassignment if so requested by the student during registration. All exams will be held in the regularly assigned room unless otherwise indicated by the instructor.

The Final Examination Period and Study Days are determined by the University Calendar Committee and approved by the Regents. No allowance is made and no approval is given by the Final Examination Committee for final examinations prior to the Final Examination Schedule. Approval will not be given for any examinations during Study Days. Final examinations scheduled for one date and time within the Final Examination Period may not be moved to another date within the Final Examination Period without prior approval of the Final Examination Committee. Conflicts with regard to the published schedule will be reviewed by the Final Examination Committee. A written request is to be filed with the chairperson, Paul Robinson, University Registrar, 1524 LSA, no later than two weeks prior to the beginning of the Final Examination Period.