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Fall 2013 Final Exams

Final Exam week is less than a month away. Room and Course Scheduling has been working hard to prepare for this important week. We have scheduled common final exams and now we are in the process of checking for and resolving room conflicts. If you received an email about possible Final Exam conflicts please contact RCS as soon as possible via email or phone to ensure that all conflicts have been resolved before the last full week of classes. Once all Final Exam conflicts are resolved we will begin scheduling event requests for events taking place during Final Exam week. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. We cannot guarantee rooms will be available during the 30 minute passing periods as this is the time when any necessary maintenance in the rooms will take place. The official Final Exam time periods are 8:00am – 10:00am, 10:30am – 12:30pm, 1:00pm – 3:00pm, 3:30pm – 5:30pm, 6:00pm – 8:00pm and 8:30pm – 10:30pm.

An alternate exam time may be offered, but the exam must also be offered during the regularly scheduled time. To view the Fall 2013 Final Exam schedule you can go to <http://registrar.arizona.edu/schedule134/exams/134exams.htm>. If there are any questions about when the final exam for a section should be held, do not hesitate to contact our office for clarification.

DATES TO REMEMBER

12/04/2013: Open Labs for Fall 2014 from 9:00am-11:00am in ILC 125

01/02/2014: Open Labs for Fall 2014 from 2:00pm-4:00pm in ILC 125

01/03/2014: Open Labs for Fall 2014 from 9:00am-11:00am in ILC 125

01/03/2014: Deadline for submission of 2144 Common Final Exam Request forms, Room Grids, Class Permission Number Opt in/Out request forms, and Expedited Course Modification forms by 5:00pm

01/05/2014: End of Open Scheduling for Spring 2014

Click
[here](#) to
go to
the Final
Exam
Policies
Web
page

Final Exam Policies (as confirmed by the Faculty Senate)

1. No classes or laboratories will be held after the last day of classes.
2. All courses offered for credit shall include a final examination given during the published examination period or a summative assessment (e.g., portfolios, essays, project reports).
3. It is Faculty Senate policy that all forms of exams (quizzes, take homes, etc.) are prohibited on any scheduled class or reading day during the calendar week in which regularly scheduled final exams begin. Specific exceptions for certain courses may be given by obtaining approval from the appropriate academic unit head and academic dean. Students shall be informed of any such exceptions prior to the end of the fourth week of classes, as published in the [University General Catalog](#).
4. Exams for classes starting after the hour will be held according to the schedule for that hour. Example: classes starting at 2:15 will hold the exam at the same time as the 2:00 classes.
5. In courses where the exam is given according to the class meeting time, the lecture hours only are considered in determining the exam period, unless the course is a laboratory only with no lecture. The exam will be given in the same room in which the lecture has been held, unless otherwise informed.
6. Certain courses will have [Common Final Exams](#). Common Final Exams can be scheduled only in courses that have four or more class section or more than 200 students. Rooms for these course finals will be announced by the instructor prior to the final exam period.
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.
8. A student having two or more exams scheduled for the same time period will take the exam in the course with the largest total enrollment. The student must then arrange with the instructor of the other course to schedule a make-up exam at the earliest possible time during the final exam period.
9. A student having four or more exams scheduled for one day may, upon prior notice to the instructors concerned, arrange to take the fourth and fifth, etc., exams on some other day during the exam period. The student must report to the Office of the Registrar, Registration and Transcripts, Administration 210, no later than fourteen calendar days before the end of classes to obtain an authorization form for the rescheduling. The exams to be rescheduled are those in courses having the lowest enrollment(s).
10. Candidates for graduation who have a final examination scheduled during their college commencement recognition ceremony shall be given the option of rescheduling that exam. Faculty may verify the date and time of college commencement ceremonies on the [UA Commencement Ceremony](#) website.

Review Spring 2014

With the beginning of the Spring 2014 semester only a couple of months away, now is a great time to review your department's sections. Please take a few moments to share with your faculty their room assignments, and submit any necessary change requests to our office as soon as possible. Every semester Room and Course Scheduling receives a large number of requests during the first week of classes for instructors wanting to change rooms. This large influx of requests can cause delays in changing the location of sections. The sooner we have your change request, the sooner we will be able to process it, and the more likely we will be able to find a desired room for your faculty.

As you review your sections for Spring 2014, please also promptly notify RCS if you will be cancelling any sections with room assignments. This will help us to accommodate change requests in a more timely manner.

Notify us by email if you have any Spring 2014 sections meeting together that are both cross-listed and co-convened that need to be in two separate combinations.

Spring 2014

Send us an email if you have any courses with components which should be optional for students.

Also, don't forget to submit component unit templates

Other News

Fall 2014 Outreach Sections

Currently Open Scheduling for Fall 2014 is available and any department offering sections through Outreach College may add their 900 sections directly into UAccess. If you are unsure of which section numbers to assign please contact Colleen Reed in Outreach College. You can email her at colleen@email.arizona.edu or call 520-626-2079.