

Submission Call for Spring 2016 Final Exam Assignment Needs Memo

MEMORANDUM

To: Academic Departmental Administrators, Chairs, Division Heads and Directors in the Business, Education, Engineering, Graduate, Liberal Arts and Sciences, Nursing, Public Health and University Colleges
From: Michelle Davenport, Final Examinations - Office of the Registrar
Regarding: Spring 2016 Final Exam Assignment Needs
Date: Thursday, December 17, 2015

It's time to begin preparing for Spring 2016 Final Exams (May 9-13, 2016).

In order to best accommodate the final exam assignment needs of the courses scheduled for the spring semester as the final exam schedule is built, we are asking for each department's assistance. Please review the course sections scheduled for those subjects for which your department is administrative home and submit their requested final exam assignment needs. Each department is responsible for submitting their own course section's final exam assignment needs. This includes both the undergraduate and graduate level courses administrated by a department. This also includes both those courses with and without any final exam assignment needs.

NEW: Beginning with Spring 2016, final exam assignment needs will now be submitted online through [MAUI](#) instead Infobank. Departments should submit those requests **no later than Wednesday, January 13, 2016, 4:30pm** by using the "Final Exam Needs" submission application now accessed online through [MAUI](#). An [instruction](#) document has been included with this message to assist you and may be found on the Office of the Registrar's website as well, if needed. It includes the scheduling criteria by which final exam assignments will be made in the event we either receive incomplete information or we do not receive any information from a department by the submission deadline. Please be aware by submitting incomplete or no information, you may be unnecessarily tying up exam resources which are truly needed by others.

Please note, departments who require access to past session final exam assignment needs submitted through the old Infobank reporting tool may contact our office for assistance.

Final exam assignment requests made after the final exam schedule has been published will require faculty members to secure written approval from the chair (DEO) of the administrative home department responsible for the course and their respective collegiate associate dean and provide this information to the Office of the Registrar. All requests must include the curricular justification for the late addition or release. Note, course sections granted final exam assignments after the final exam schedule has been published will be responsible for administering makeup final exams, regardless of exam precedence rules, to all students who have qualified final exam conflicts involving their course section.

If you have any questions or concerns, please don't hesitate to contact me at 384-3263 or reg-exams@uiowa.edu.

Thank you for your assistance and best wishes for a wonderful holiday season!