

Spring 2016 Final Exam Schedule Announced Department Memo

MEMORANDUM

To: MAUI Academic Department Administrators, Chairs, Division Heads and Directors in Business, Education, Engineering, Graduate, Liberal Arts and Sciences, Nursing, Public Health and University Colleges
Cc: MAUI Academic Department Administrators, Chairs, Division Heads and Directors in Dentistry, Law, Medicine and Pharmacy
From: Michelle Davenport, Examinations - Office of the Registrar
Regarding: Spring 2016 - Final Examination Schedule Announced
Date: Monday, February 15, 2016

We are pleased to announce the [Spring 2016 Final Examination Schedule](#) (May 9-13, 2016) is now available to campus on the Office of the Registrar's website.

Primary instructors and students are being notified today of the publishing of the Spring 2016 Final Examination Schedule and the availability of their official individual final exam schedules online.

Reminder: Effective with Fall 2015, students now access their official individual final exam schedules online through [ISIS](#) and instructors of record access their official individual final exam schedules online through [MAUI. Instructions](#) for both students and faculty explaining how to access their individual schedules online may be found on the Office of the Registrar's website, if needed. Note, the final exam schedule information posted to both a student and instructor of record's individual final exam schedule is based on current course enrollment information.

Both instructors of record and students have been notified that those students identified with qualified exam conflicts who wish to take advantage of their opportunity to request a makeup exam, according to exam precedence rules, must register their intent to do so directly with their course instructor by March 1, 2016. It has been recommended to faculty that they touch base with all of their students identified with qualifying exam conflicts to help facilitate this communication process and provide assistance to those students who may be new to the whole process.

Faculty needing to issue a makeup final exam to a student(s) enrolled in their course who has a qualified conflict may use the Friday, 5:30-7:30pm exam period but are not required to use this period. This exam period has been reserved for makeup final exams only. No regular final exams have been scheduled during this period. Please note, Spring 2015 was the last semester the proctoring services of Evaluation and Exam Services were available to faculty.

General assignment classrooms with an actual seating capacity of 100 or more have been outfitted with seat and row number identifications. Seating layout plans for these rooms are available [online](#) to assist those faculty assigned to these classrooms as they make their exam arrangements.

The final examination schedule, examination policies and additional informational resources may be found on the Office of the Registrar's [website](#).

Please be sure to share this information with your faculty and staff as appropriate. If you have any questions or concerns, please feel free to contact me at reg-exams@uiowa.edu or 384-3263.

Thank you & I hope your spring semester is off to a wonderful start!