MEMORANDUM

TO: Academic Deans and Directors

FROM: Reed Dasenbrock
Vice Chancellor for Academic Affairs

SUBJECT: Reminder about Examinations

The schedule for final examinations is published in the Spring 2016 Registration Guide (formerly called Schedule of Classes) on page 8. In addition, tradition and policy provide that final examinations are required in all undergraduate courses except writing courses, directed reading, creative arts, research, seminars internships, and field experiences. Final examinations are required in Writing Intensive (W) courses, unless the course is in one of the above categories. Moreover, examinations must be taken during the scheduled period. No examinations (other than laboratory tests and short quizzes) are allowed during the two calendar weeks prior to the last day of instruction and final examination period. Therefore, **Tuesday, April 19, 2016** is the last day for midterm examinations this semester.

Take-home examinations may be distributed at the discretion of the course instructor, but completion cannot be required prior to the date and time in the published final examination schedule.

This memorandum may also be viewed online under the heading “Administrative Memos” at: [http://manoa.hawaii.edu/ovcaa/admin_memos/](http://manoa.hawaii.edu/ovcaa/admin_memos/)

c: Interim Chancellor Bley-Vroman
   Vice Chancellor Michael Bruno
   Interim Vice Chancellor Lori Ideta
   Assistant Vice Chancellor Ronald Cambra
   University Scheduler Roberta Enoki