

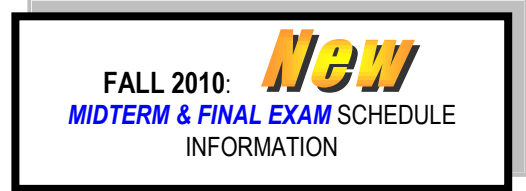


OFFICE OF THE REGISTRAR  
MIDTERM & FINAL EXAMINATIONS

1 Jessup Hall  
Iowa City, IA 52242-1316  
Office: 319-384-3263  
Fax: 319-335-2636  
<http://www.registrar.uiowa.edu>

October 19, 2009

TO: Deans, Directors and Departmental Executive Officers  
FROM: Michelle Davenport, Examinations - Office of the Registrar  
RE: Fall 2010 Call for Course Offerings - **New** Midterm and Final Examination Process



Beginning with the Fall 2010 semester, the Office of the Registrar, in cooperation with several pilot departments, will start implementing the use of MAUI, the new web based student information system, for the "Call for Course Offerings" initial course scheduling process. As a part of this process, we will also start incorporating the scheduling of midterm and final examinations which has traditionally occurred after the initial course scheduling process was completed. In order to facilitate the additional scheduling of midterm and final examinations at this earlier time we will begin using the new examination component being developed in MAUI.

In future semester scheduling, all departments will be required to directly schedule a midterm or final examination section in MAUI, for each lecture or stand alone course that will be holding a midterm examination(s) outside of their regular course meeting time or giving a final examination. These examination sections will be related or "attached" back to their corresponding lecture/stand alone course sections. In those cases where a department would like to request that several lecture/stand alone course sections be combined together so that they may test a single group, examination sections will be related to all of the particular lecture/stand alone sections the department indicates.

In order to start the campus transition over MAUI, all departments will be asked to provide both midterm and final examination information during the Fall 2010 "Call for Course Offerings" academic course scheduling process. With this letter, departments should have received their Fall 2010 "Call for Course Offerings" copy. Midterm and final examination information is not being asked for at this early juncture due to the enormous number of course changes which occur with the initial round of scheduling. Departments will be sent a set of midterm and final examination worksheets and instructions, along with their course offerings proof copy on January 29, 2010. The information collected on these worksheets will be used by the Office of the Registrar to populate the corresponding midterm and final examination sections on behalf of the departments.

Please be aware that as the campus transitions over to the use of MAUI, midterm examinations for large lecture courses will continue to appear as they currently do on ISIS as secondary meeting times with a location of "Exam Time". The final examination schedules will also continue to be posted online on the Office of the Registrar's website for those colleges which follow the Registrar's schedule.

**Special Note for the Business, Education, Engineering, Liberal Arts and Sciences, Nursing, Graduate and University Colleges:**

*Attached, as usual, are the standard single section final examination schedule and final examination schedule grid for Fall 2010. General information regarding final examination policies have been provided as well.*

*By furnishing the standard final examination schedule and final examination schedule grid at this time, colleges and departments are being given the tools which will allow them an ability to avoid the creation of final examination conflicts and lessen the need to administer makeup final examinations. This is of particular concern in circumstances when students are being requested and/or required to take a specific set of courses in a given semester or in the existence of large enrollment lecture courses where the potential to experience student conflicts is much greater. The best way to alleviate the possibility of having final examination conflicts with courses of this nature is by adjusting the meeting times of those courses at the time they are scheduled. In some circumstances this may require the need for different colleges and departments to work cooperatively together in order to accomplish this goal.*

*While it is always important to be aware that changing the meeting time of a course will correspondingly affect the final examination time assigned for that course, it is of special concern during initial scheduling when there is the greatest ability to avoid creating conflicts.*

*The standard single section final examination schedule and final examination schedule grid for Fall 2010 may also be found online on the Office of the Registrar's website at <http://www.registrar.uiowa.edu> under "Exam Information" on the "Faculty/Staff" menu tab.*

If you have any questions or concerns, please don't hesitate to contact me at 384-3263 or michelle-davenport@uiowa.edu . Thank you for your cooperation and understanding as the campus moves forward into the future!

The standard (single section) final exam schedule found below shows the exam period assignments for courses testing according to their individual course meeting times. A single section course is defined as a course with a common lecture time in which all of the students are assembled in the same place at the same time during the week. Note, the schedule is divided into two parts, "Classes meeting before 4:30pm" (daytime courses) and "Classes meeting 4:30pm or later" (evening courses).

The "Class Meets" and "Time" entries in the schedule designate the regular weekly meeting start time for the course. Schedules for daytime courses meeting for the first time on Monday (M) apply to courses meeting for the first time on Wednesday (W) or Friday (F). Schedules for courses meeting on Tuesday (T) also apply to courses meeting for the first time on Thursday (R). **Example:** A course which meets on either M at 11:30am, WF at 11:30am or MWF at 11:30am will all fall into the final exam time designated for MWF at 11:30am. Courses which start at a time other than on the half hour are tested with courses of the preceding half hour. **Example:** 8:05am courses are tested at the same time as 7:30am courses or 6:00pm courses are tested at the same time as 5:30pm courses.

The "Exam Period" entry in the schedule designates the corresponding exam period assignment on the final examination schedule grid (<http://www.registrar.uiowa.edu/exams/examgrid.aspx>). Once the final exam time has been determined for a course it is important to use the "Exam Period" to refer to the final examination schedule grid to verify if the final exam falls into a conflict exam period (an exam period in which more than one course meeting time has been assigned). Exam time and location conflicts may also result when a course does not meet a full MWF or TR meeting pattern and occurs before 4:30pm, Monday-Friday. **Example:** Courses meeting on MW at 11:30am and courses meeting on F at 11:30am may conflict or courses meeting on T at 2:30pm and courses meeting on R at 2:30pm may conflict.

When a final exam falls into a conflict exam period or a course does not meet a full meeting pattern, the potential exists for either one or both of the following conflicts to occur:

- Student exam conflicts may occur in the event that the courses assigned to that exam period have enrolled students in common. Conflicts of this nature require instructors to accommodate those students who have filed a change of final exam request with the Registrar's Service Center (see "Final Exam Policies" insert for details) with a makeup exam(s).
- Exam location conflicts may occur in the event that the courses assigned to that exam period regularly meet in the same classroom location. Conflicts of this nature require instructors and/or departments to confirm their final exam location with the appropriate scheduling authority.

The combined (multi-section) final examination schedule takes precedence over the standard (single section) examination schedule. Faculty, staff and students should check the combined (multi-section) final examination schedule (<http://www.registrar.uiowa.edu/exams/multi.aspx>) first to see if a course is listed there before looking at the standard final examination schedule (<http://www.registrar.uiowa.edu/exams/single.aspx>). Note, it is possible for a single section course to be found on the combined (multi-section) final exam schedule.

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## Standard Final Examination Schedule - Fall 2010 (103)

<http://www.registrar.uiowa.edu/exams/single.aspx>

Classes Meeting Before 4:30 PM				
CLASS MEETS	START TIME	EXAM PERIOD	EXAM TIME	EXAM DATE
MWF	7:30A	19	7:30 A.M.	Thursday, December 16, 2010
MWF	8:30A	16	2:15 P.M.	Wednesday, December 15, 2010
MWF	9:30A	20	9:45 A.M.	Thursday, December 16, 2010
MWF	10:30A	14	9:45 A.M.	Wednesday, December 15, 2010
MWF	11:30A	9	12:00 P.M.	Tuesday, December 14, 2010
MWF	12:30P	26	9:45 A.M.	Friday, December 17, 2010
MWF	1:30P	3	12:00 P.M.	Monday, December 13, 2010
MWF	2:30P	2	9:45 A.M.	Monday, December 13, 2010
MWF	3:30P	19	7:30 A.M.	Thursday, December 16, 2010

Tu/Th	7:30A	7	7:30 A.M.	Tuesday, December 14, 2010
Tu/Th	8:30A	7	7:30 A.M.	Tuesday, December 14, 2010
Tu/Th	9:30A	15	12:00 P.M.	Wednesday, December 15, 2010
Tu/Th	10:30A	28	2:15 P.M.	Friday, December 17, 2010
Tu/Th	11:30A	21	12:00 P.M.	Thursday, December 16, 2010
Tu/Th	12:30P	22	2:15 P.M.	Thursday, December 16, 2010
Tu/Th	1:30P	4	2:15 P.M.	Monday, December 13, 2010
Tu/Th	2:30P	10	2:15 P.M.	Tuesday, December 14, 2010
Tu/Th	3:30P	4	2:15 P.M.	Monday, December 13, 2010
Sat	8:30A	11	4:30 P.M.	Tuesday, December 14, 2010
Sat	9:30A	11	4:30 P.M.	Tuesday, December 14, 2010
Sat	10:30A	11	4:30 P.M.	Tuesday, December 14, 2010
Sat	11:30A	11	4:30 P.M.	Tuesday, December 14, 2010
Sat	12:30P	11	4:30 P.M.	Tuesday, December 14, 2010

**Classes Meeting 4:30 PM Or Later**

<b>CLASS MEETS</b>	<b>START TIME</b>	<b>EXAM PERIOD</b>	<b>EXAM TIME</b>	<b>EXAM DATE</b>
Mon	4:30P	17	4:30 P.M.	Wednesday, December 15, 2010
Mon	5:30P	17	4:30 P.M.	Wednesday, December 15, 2010
Mon	6:30P	30	7:00 P.M.	Friday, December 17, 2010
Mon	7:30P	30	7:00 P.M.	Friday, December 17, 2010
Mon	8:30P	30	7:00 P.M.	Friday, December 17, 2010
Tue	4:30P	23	4:30 P.M.	Thursday, December 16, 2010
Tue	5:30P	23	4:30 P.M.	Thursday, December 16, 2010
Tue	6:30P	5	4:30 P.M.	Monday, December 13, 2010
Tue	7:30P	5	4:30 P.M.	Monday, December 13, 2010
Tue	8:30P	5	4:30 P.M.	Monday, December 13, 2010
Wed	4:30P	6	7:00 P.M.	Monday, December 13, 2010
Wed	5:30P	6	7:00 P.M.	Monday, December 13, 2010
Wed	6:30P	6	7:00 P.M.	Monday, December 13, 2010
Wed	7:30P	6	7:00 P.M.	Monday, December 13, 2010
Wed	8:30P	6	7:00 P.M.	Monday, December 13, 2010
Thur	4:30P	12	7:00 P.M.	Tuesday, December 14, 2010
Thur	5:30P	12	7:00 P.M.	Tuesday, December 14, 2010
Thur	6:30P	12	7:00 P.M.	Tuesday, December 14, 2010
Thur	7:30P	12	7:00 P.M.	Tuesday, December 14, 2010
Thur	8:30P	12	7:00 P.M.	Tuesday, December 14, 2010
Fri	4:30P	11	4:30 P.M.	Tuesday, December 14, 2010
Fri	5:30P	11	4:30 P.M.	Tuesday, December 14, 2010
Fri	6:30P	11	4:30 P.M.	Tuesday, December 14, 2010
Fri	7:30P	11	4:30 P.M.	Tuesday, December 14, 2010
Fri	8:30P	11	4:30 P.M.	Tuesday, December 14, 2010

The exam schedule grid found below shows the days and times of the 30 final examination periods. Each exam period is two hours in duration and has a course day meeting time(s) or "MULTI" assigned to it. The day of the week and time entries designate the regular meeting start time of courses which will test as a standard single sections and "MULTI" indicates exam periods in which designated combined multi-sectioned courses will be assigned. Since more course meeting times exist than there are exam periods, it has resulted in some exam periods having more than one course meeting time assigned to it. These exam periods are called "conflict" exam periods. As a result colleges, departments and students must pay special attention to those courses which fall into these periods in order to avoid potential problems. The conflict exam periods for Fall 2010, as seen in the grid below, are exam periods 4, 5, 6, 7, 11, 12, 17, 19, 23 and 30.

## Final Examination Schedule Grid - Fall 2010 (103)

<http://www.registrar.uiowa.edu/exams/examgrid.aspx>

Day	7:30 A.M.	9:45 A.M.	12:00 P.M.	2:15 P.M.	4:30 P.M.	7:00 P.M.
Monday 12/13/2010	<u>1</u> MULTI	<u>2</u> MWF 2:30P	<u>3</u> MWF 1:30P	<u>4</u> TR 1:30P TR 3:30P	<u>5</u> T 6:30P T 7:30P T 8:30P MULTI	<u>6</u> W 4:30P W 5:30P W 6:30P W 7:30P W 8:30P MULTI
Tuesday 12/14/2010	<u>7</u> TR 7:30A TR 8:30A	<u>8</u> MULTI	<u>9</u> MWF 11:30A	<u>10</u> TR 2:30P	<u>11</u> S 8:30A S 9:30A S 10:30A S 11:30A S 12:30P F 4:30P F 5:30P F 6:30P F 7:30P F 8:30P MULTI	<u>12</u> R 4:30P R 5:30P R 6:30P R 7:30P R 8:30P MULTI
Wednesday 12/15/2010	<u>13</u> MULTI	<u>14</u> MWF 10:30A	<u>15</u> TR 9:30A	<u>16</u> MWF 8:30A	<u>17</u> M 4:30P M 5:30P	<u>18</u> MULTI
Thursday 12/16/2010	<u>19</u> MWF 7:30A MWF 3:30P	<u>20</u> MWF 9:30A	<u>21</u> TR 11:30A	<u>22</u> TR 12:30P	<u>23</u> T 4:30P T 5:30P	<u>24</u> MULTI
Friday 12/17/2010	<u>25</u> MULTI	<u>26</u> MWF 12:30P	<u>27</u> MULTI	<u>28</u> TR 10:30A	<u>29</u> MULTI	<u>30</u> M 6:30P M 7:30P M 8:30P MULTI

M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F= Friday; S=Saturday.

"MULTI" indicates a time slot used by courses placed on the Multi-Section Schedule.

# Final Exam Policies

(<http://www.registrar.uiowa.edu/exams>)

The following information pertains to the Business, Education, Engineering, Liberal Arts and Sciences, Nursing and Graduate Colleges with special note regarding the College of Nursing.

## General Plan:

The examination schedule specifically separates the time listing of standard (single) and combined (multi-section) courses. Most single section courses (*courses with a common lecture time in which all of the students are assembled in the same place at the same time during the week*) have their examinations scheduled according to their individual course meeting times. A multi-section course is defined as a course which does not have a common lecture meeting time for all of its sections and which has been requested by the applicable college/department to be placed in a combined (multi-section) exam period. The combined examination schedule takes precedence over the standard examination schedule. Faculty, staff and students should check the combined final examination schedule first to see if a course is listed there before looking at the standard final examination schedule.

## Conflict Adjustments:

- *During fall semester*, courses having lower department numbers, or lower course numbers when the conflict is within a department, will take precedence.\*\* Please see the special note below regarding College of Nursing administered courses.
- *During spring semester*, courses having higher department numbers, or higher course numbers when the conflict is within a department, will take precedence.\*\* Please see the special note below regarding College of Nursing administered courses.

\*\* *Special precedence note regarding the use of letters in department designations. Letters are not considered in the department number when the departments are different. Example - 08C = 008 and 06A = 006. Letters are considered when the general department number is the same and are weighted higher going down the alphabet. Example - 06M = 006, 06F = 006 and F is weighted lower than M, therefore 06F < 06M.*

No student is required to take more than three examinations in one day. A potential problem may be eased by students closely checking the exam schedule. An undergraduate student who has (a) two examinations scheduled for the same period or (b) more than three examinations scheduled for the same day, may file a request for a change of exam schedule at the Registrar's Service Center, 17 Calvin Hall. Please see the [academic deadlines calendar](http://www.registrar.uiowa.edu/calendars/academic.aspx) (<http://www.registrar.uiowa.edu/calendars/academic.aspx>) for the last day to file for final exam conflicts. *Note, the specific deadlines for students to file a request for a change in their final exam schedule for Fall 2009 will be announced at a later date. However, they generally occur in November.* Graduate students should arrange for necessary adjustments directly with their instructors.

Names of students for whom changes have been approved and copies of their final examination schedules will be forwarded to instructors. By analyzing these schedules, instructors can plan alternate periods so that they fall at times that are free on the students' schedules. Instructors are to announce alternate arrangements to all students involved.

Should a student have more than one alternate exam scheduled at one time, the lower number course will have precedence in the fall and in the spring the higher numbered course will have precedence. However, alternate examinations never have precedence over regularly scheduled ones.

Special Note Regarding College of Nursing Administered (Admin Home) Courses: The College of Nursing does not adhere to the published University final exam schedule set forth by the Office of the Registrar. In situations where exam conflicts occur with Nursing administered courses, during either the fall or spring semester, the Nursing administered courses will not take precedence over any other course(s). This applies to both published and alternate examination times. The College of Nursing will issue alternate exams for their administered courses at a time when the affected student does not have any other scheduled examinations. Students with conflicts involving Nursing administered courses should file a change of exam schedule request at the Registrar Service Center. The College of Nursing final exam schedule can be found at: <http://www.nursing.uiowa.edu/students/courses/index.htm>. Questions regarding the College of Nursing final exam schedule should be directed to Joy Kross at (319) 335-7012.

In situations where exam conflicts occur with Nursing cross-referenced courses that are administered outside of the College of Nursing, the standard final exam conflict precedence rules and procedures will apply. Once again the student should file a change of exam schedule request at the Registrar Service Center.

## Schedule Regulations Regarding Final Examinations:

1. Instructors must announce the times and locations of their final examinations in their courses.
2. **Instructors must give final examinations at the time designated in the schedule unless a change is approved in advance, in writing, by the Departmental Executive Officer and the Dean of the College. (The Registrar's Office will attempt to accommodate, but cannot guarantee, a requested date/time change.)**
3. Only final examinations will be given during final examination week.
4. Multiple section courses without a common lecture time and which are not listed in the combined (multi-section) final examination schedule are treated as standard single section courses with each section giving a separate test according to their individual meeting time. Multiple section courses that have a common lecture time will test according to the meeting time of the lecture.

5. Examination periods are two hours in length and begin at the following times: 7:30am, 9:45am, 12:00 noon, 2:15pm, 4:30pm, and 7:00pm. While examination periods are two hours in length, instructors are not required to use the full two hour period.
6. Exam schedules for courses meeting for the first time on Monday daytime\* apply also to courses meeting for the first time on Wednesday and Friday. Exam schedules for Tuesday daytime\* courses apply to courses meeting for the first time on Thursday. **Example - A course which meets on either M at 11:30am, WF at 11:30am or MWF at 11:30am will all fall into the final exam time designated for MWF at 11:30am.**
  - \* Daytime courses are courses that meet before 4:30pm.
7. Courses meeting at a time other than on the half hour are tested with courses of the preceding half hour. **Example - 8:05am courses are tested at the same time as the 7:30am courses or 6:00pm courses are tested at the same time as 5:30pm courses.**
8. Final examinations for courses meeting at times not listed in the schedule will be arranged and announced by the instructors.
9. The official room assignment schedule for courses designated on the combined (multi-section) final exam schedule and for single section courses with enrollments of 95 or greater will be published approximately one month prior to finals week. Instructors of these courses should not assume, under any circumstances, that the final examination will be given in the same classroom scheduled for their regular class meetings.
10. Instructors of single section courses with enrollments of less than 95 must contact Classroom Scheduling at registrar-room-res@uiowa.edu or 335-1243 to reserve a room if:
  - a. an exam falls in a period in which more than one course meeting time has been assigned (*a conflict period*) . Conflict periods may be identified by looking at the final examination schedule grid (<http://www.registrar.uiowa.edu/exams/examgrid.aspx>).
  - b. a course does not meet a full MWF or TR meeting pattern and occurs before 4:30pm, Monday-Friday. **Example - Courses meeting on MW at 11:30am and courses meeting on F at 11:30am may conflict or courses meeting on T at 2:30pm and courses meeting on R at 2:30pm may conflict.**

Otherwise, it is assumed that a course with an enrollment of less than 95 will give their final examination in the same classroom scheduled for their regular class meetings unless specifically contacted by Classroom Scheduling. However, Classroom Scheduling recommends that all instructors of single section courses with enrollments of less than 95 who will be administering a final examination during their designated final exam time should confirm their final exam location regardless of their enrollment size or exam period assignment in order to eliminate any possible questions or confusion.
11. Instructors are responsible for contacting Classroom Scheduling in the event that they will not be administering a final exam during their designated final examination time so that their general classroom assignment may be released for the use of others.

The final examination schedule is prepared by the Office of the Registrar.