


**UNIVERSITY OF HAWAII AT MĀNOA**

OFFICE OF THE CHANCELLOR

March 5, 2008

**MEMORANDUM**

TO: Mānoa Academic Deans

FROM: Linda K. Johnsrud   
Interim Vice Chancellor  
for Academic Affairs

SUBJECT: Reminder about Examinations

The schedule for final examinations is published each semester in the *Schedule of Classes* (page 36). 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 final examination period. Therefore, **Tuesday, April 22, 2008**, 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.

c: Chancellor Virginia Hinshaw  
Vice Chancellor Gary Ostrander  
Vice Chancellor Francisco Hernandez  
University Scheduler Roberta Enoki