



UNIVERSITY
of HAWAII®
MĀNOA

November 4, 2009

MEMORANDUM

TO: Mānoa Academic Deans and Directors

FROM: Reed Dasenbrock
Vice Chancellor *Reed Dasenbrock*
for Academic Affairs

SUBJECT: Reminder about Examinations

The schedule for final examinations is published each semester in the *Schedule of Classes* (page 37). 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, **Wednesday, November 25, 2009**, 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 at: http://manoa.hawaii.edu/ovcaa/communications/documents_memos/pdf/reminder_examinations.pdf

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