

## NOTICE TO INSTRUCTORS

Your attention is called to a rule of the University requiring that examinations be held for all students during the last days of the semester.

To avoid confusion, the examination schedule and the accompanying regulations should be followed strictly by all concerned. In any case where a departure from the regular examination schedule is advisable the request of the instructor must be submitted in writing to the Chairman of the Examinations Committee, Professor Laurel E. Anderson, Chairman, 30A, Frank Strong Hall, at least two weeks before the beginning of the examination period. The Examinations committee may approve such a change only if it occasions no conflicts for the students involved and provided that the revised time for the class examination falls within the regular examination period.

Regular classes with laboratory work only will be examined as other classes except that the hour may be any one of the several hours scheduled in the laboratory period, the choice to be made by the instructor after consultation with the students and with other instructors concerned.

Irregular appointment classes and appointment laboratory classes will be examined at the time to be set by the instructor after consultation and with any other instructors concerned. In case this option is insufficient to avoid conflicts the instructors concerned will submit in advance for approval by the Examinations Committee a written substitute schedule of examination hours for the conflicting courses.

In case of mixed courses in which the laboratory work does not come at the same hour as the class work, the examination may be scheduled in either of the following ways: (1) a single examination covering both the class and the laboratory work at the time scheduled for the class hours; (2) two examinations, one for the class work at the time scheduled for the class hours, and one for the laboratory work, at the time scheduled for the laboratory periods.

When a three-hour course is scheduled on Tuesday and Thursday at one hour and on another day at the same or a different hour, the examination may be given as for a two-hour course at the Tuesday and Thursday hour, but the examination may use 3 hours except on the first day of the examination schedule. Likewise, when a two-hour course is scheduled on M. W. F. or on any two of these days, the examination should be given as for a three-hour course on the M. W. F. hour, but the examination may use only two hours.

The School of Law is authorized to make its own examination schedule provided that it take care of all non-law students without causing them conflicts with their other examinations.

The School of Medicine (this does not include pre-medical courses) is authorized to make its own examination schedule provided that it take care of all non-medical students without causing them conflicts with their other examinations.

DEANE W. MALOTT, Chancellor.

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