



MEMORANDUM

Office of the Assistant Vice Chancellor
Student Academic Services
142901

January 25, 2002

TO: Deans, Directors, Department Chairs and Administrative Officers
All Faculty

FROM: Thomas E. Lifka, Assistant Vice Chancellor and Registrar

RE: **Examination Schedule for Friday, June 14, 2002**

This is to announce a change in the final examination schedule for the last day of Spring Quarter—Friday, June 14, 2002.

The schedule for Friday of examination week has traditionally been comprised of three (3) examination periods, commencing at 8:00 a.m., 11:30 a.m., and 3:00 p.m. For Friday, June 14, 2002, only the first two of these periods will be scheduled. The last examination period, 3:00 p.m. to 6:00 p.m., is being eliminated from the schedule on a trial basis for Spring 2002. It has been reassigned to Monday evening 6:30 p.m. to 9:30 p.m., June 10th. This change applies only to Spring Quarter 2002 and does not apply to the final examination schedules for either Winter 2002 or Fall 2002.

Consequently, final examinations for Spring 2002 will conclude at 2:30 p.m. on Friday, June 14, rather than at 6:00 p.m. The elimination of the late afternoon examination period provides greater flexibility for scheduling events on Commencement Weekend starting on Friday late afternoon and for the move-out activities at the UCLA student residential facilities.

The elimination of the 3:00 p.m. to 6:00 p.m. examination period was suggested by Provost Brian Copenhaver and endorsed by the Academic Senate Undergraduate Council. No negative comments were received during a two-week consultation period with the professional schools early in January 2002.

A classroom-by-classroom survey conducted on the similar Friday in June, 2001, revealed that only approximately 30 examinations were actually being administered during this last 3:00 p.m. to 6:00 p.m. period. Since the examination times and codes are rotated over a five-year period, the specific examination scheduling patterns that were in effect for Spring Quarter examinations in June 2001 will not be the same as those which will be in effect for Spring Quarter examinations in June 2002. However, the Office of the Registrar believes that the proposal to reassign the 3:00 p.m. to 6:00 p.m. examination period on Friday, June 14, 2002 is reasonable and feasible.

The attached chart describes the specific examination codes for Spring 2002 and the policies utilized by the Office of the Registrar for scheduling final examinations. All faculty are reminded of the policy, as approved by the Academic Senate, that, while it is fully in the discretion of an individual faculty member to make arrangements with individual students for alternate examination times, the faculty member must conduct the scheduled final examination for the class as a whole at the time and place established by the department chair and by the Office of the Registrar.

For questions regarding this change, please contact the Scheduling Unit in the Office of the Registrar, at extension 51441 or via e-mail at scheduling@registrar.ucla.edu.

Attachment: Spring Quarter 2002 Final Examination Schedule