

**UNDERGRADUATE EXAM SCHEDULE
FALL 2023**

TO: All Undergraduate Faculty
FROM: Deborah Miller, Director of Records

Students can access grades via Self-Service the next business day after grades are submitted. Courses appearing without grades indicate grades have not been processed. Grades received after 3 p.m. December 21, 2023, may not be available until after the Christmas Holiday.

**STUDY DAY – DECEMBER 12, 2023
(Exams are allotted three hours)**

EXAM DAY	TIME	CLASSES SCHEDULED
Wednesday, December 13	9:00 a.m.	Classes which meet Monday 9:00 a.m.
	1:00 p.m.	Classes which meet Tuesday 10:50 a.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 6:00/6:30 p.m., and Wednesday only 6:00/6:30 p.m.
Thursday, December 14	9:00 a.m.	Classes which meet Tuesday 1:40 p.m.
	1:00 p.m.	Classes which meet Tuesday 12:15 p.m.
	6:30 p.m.	Classes which meet Tuesday and Thursday 6:00/6:30 p.m., and Thursday only 6:00/6:30 p.m.
Friday, December 15	9:00 a.m.	Classes which meet Monday 2:00 p.m.
	1:00 p.m.	Classes which meet Monday 12:00 p.m.
	6:30 p.m.	Classes which meet Monday 3:00 p.m., and Wednesday only 3:00 p.m.
Saturday, December 16	9:00 a.m.	Classes which meet Tuesday 9:25 a.m.
	1:00 p.m.	Classes which meet Monday 1:00 p.m.
Monday, December 18	9:00 a.m.	Classes which meet Monday 10:00 a.m.
	1:00 p.m.	Classes which meet Monday 4:00/4:30/5:00 p.m., and Wednesday only 4:30 p.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 8:00 p.m., and Monday only 6:00/6:30 p.m.
Tuesday, December 19	9:00 a.m.	Classes which meet Tuesday 3:05 p.m., and Thursday only 3:05 p.m.
	1:00 p.m.	Classes which meet Tuesday 4:30 p.m., and Thursday only 4:30 p.m.
	6:30 p.m.	Classes which meet Tuesday and Thursday 8:00 p.m., and Tuesday only 6:00/6:30 p.m.
Wednesday, December 20	9:00 a.m.	Classes which meet Monday 8:00 a.m.
	1:00 p.m.	Classes which meet Monday 11:00 a.m.
Thursday, December 21	9:00 a.m.	Classes which meet Tuesday 8:00 a.m.

General Notes

- The instructor of the course serves as the proctor of the exam. If it is necessary to obtain a substitute proctor, please make the necessary arrangements with your department chair and inform the appropriate Dean.
- The exam is held in the same room in which the class regularly meets unless other arrangements are made with the Records Office (410-617-2769).
- To eliminate any confusion, please discuss your exam date, time, and location with your students.
- Faculty teaching courses that do not fall into any of the time categories should contact the Records Office (410-617-2769).
- Conflicts should be resolved with the instructor involved. If this is not possible, please consult the department chair.
- Students must obtain the approval of their instructor to change an exam date or time.
- **Final grades are due to the records office via Loyola Self-Service 72 hours after the exam.** The records office is closed Saturday and Sunday.

Examination Regulations

1. Faculty are required to give a final exam in each course unless the department chair has approved a waiver of this requirement (Academic Council, Minutes, March 6, 1969, p. 3).
2. All exams are given during the regular exam period at the assigned times as specified on the exam schedule. Lecture courses with labs and Messina courses must use the lecture time for determining the exam period; otherwise, conflicts may occur.

Please do not give final exams during the regular class periods. It is expected that regular class work will continue through the last class, **Monday, December 11, 2023.**

3. All exam periods are for three hours; however, the exam may require a lesser amount of time. Please consult the department chair if a longer period is needed, and the Records Office (410-617-2769) to ensure classroom availability, if applicable.
4. The use of take-home exams is discouraged because of the problems that usually arise. If a take-home exam is used, please give the students specific instructions, preferably in writing, regarding the use of textbooks, notes, computer resources, research resources, assistance from librarians, use of notes of other students, etc.
5. **All exams are to be actively proctored by the instructor.**
6. Refer to the Honor Code for procedures for reporting violations of the Honor Code. Please do not hesitate to give a general warning to the class if students are behaving in a manner suggestive of dishonest behavior.
7. In the event of a University delayed opening or closing due to inclement weather, all exams will remain as scheduled. Final exams will occur online.

Please make certain that the department's administrative assistant is briefed regarding exam problems. Exams should be kept in a secure location until the papers have been graded.

Exam schedule subject to change