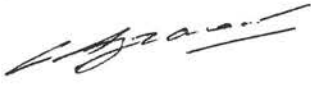


**MEMORANDUM**

**TO:** Academic Deans  
Department Chairs

**FROM:** C. Mauli Agrawal, Ph.D., P.E.   
Interim Provost and Vice President for Academic Affairs

**SUBJECT:** End of semester assignments

**DATE:** November 21, 2016

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I write to remind you of our policies concerning assignments at the end of semesters and final examinations.

1. The final week of regular classes should be treated the same as any other week of regular class meetings with respect to an instructor's ability to assign homework, exams, or other class-related work.
2. The university sets aside two days after the final regular class meeting so that students may prepare for final exams. Faculty are expected to honor those days as exam preparation time and limit their teaching-related activities to office hours or other informal study assistance, but should not assign mandatory class meetings, or other assignments during this time.
3. The university recently updated the UTSA HOP §2.17 policy, regarding final examinations. In part, the new policy states:

*if a course utilizes a final exam it must be given on the dates and at the times when they are scheduled and in the places where they are scheduled according to the University's Final Examination Schedule. For courses that end at times other than the official last day of classes and for courses that are not classified as organized, such as an independent study or internship, instructors are responsible for providing information to their students and their department chairs regarding final examination requirements.*

I appreciate your observance of these practices so that we may maintain high standards for our educational mission while providing sufficient support for our students as they complete each semester.