

**Boston University** Office of the Provost

**Professor Jean Morrison, University Provost and Chief Academic Officer**



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**TO:** Boston University Students, Faculty, and Staff

**FROM:** Jean Morrison, University Provost and Chief Academic Officer

A handwritten signature in black ink, appearing to be "jm", located to the right of the "FROM:" line.

**DATE:** January 29, 2020

**SUBJECT:** Scheduling of Final Exams

As we begin a new semester, I would like to remind everyone that, per University policy, the final examination for a course must be given only during its scheduled exam period and not during a regular class meeting or on a reading day, *even if the faculty member and all students in a course agree to such a change*. The purpose of this policy is to ensure that our students have the appropriate time and space to prepare for finals during the designated study period.

For further information regarding the scheduling of final exams, please see the website of the University Registrar (<http://www.bu.edu/reg/calendars/final-exams/policy/>).

I want to thank you in advance for your cooperation with this effort and to wish everyone a productive and successful spring semester ahead.