

Good Afternoon:

Due to hurricane Irma and the extension of the Fall 2017 academic calendar, we are conducting a survey concerning final exams. The Registrar's Office will be sending the Department Chairs within each college an excel spreadsheet of the courses that currently have exam times listed. The spreadsheet will list course number, prefix and title, CRN, Instructor name, a column to indicate whether a final exam day/time is needed as well as minimum exam time desired. The University Registrar will be circulating these lists to the chairs who in turn will be collecting the information. We are asking that these spreadsheets be filled out and returned to both sbyars@fgcu.edu and ssnauwaert@fgcu.edu by 5 p.m. on Thursday, September 28th. The Office of the Registrar will start fashioning an exam schedule on September 29th and share it shortly thereafter so both faculty and students will have this information as far in advance as possible. Only those spreadsheets returned by September 28th will be included in the Final Exam schedule. Much appreciation and thanks for your assistance with this project.

Faculty Senate President,
Chair, Council of Chairs, and
University Registrar

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