

**Subject:** Reminder--Guidelines for in-person midterms/exams and final exams for online classes

Hello everyone,

Just a friendly reminder of the guidelines for in-person midterms/exams and final exams for online classes.

At the request of the Educational Policy Committee, beginning in Spring Quarter 2025 (SP25) in-person exams for online classes will be allowed to take place with specific guidelines, noted below. This will not be an option for classes offered in any of the Summer terms.

Departments are responsible for monitoring enrollment in their online classes with in-person exams to ensure that enrollment does not exceed the rooms assigned for the exams.

Guidelines In-Person Midterms/Exams for Online classes:

- If an online class is to have an in-person midterm/exam, it must be listed on the Schedule of Classes with a date, time and in-person location before students enroll.
- In-person midterms/exams cannot be added once students are enrolled in a class. To align with current practice, adding an in-person exam after students are enrolled will require the class to be canceled, which will drop all enrolled students. Classes will not be canceled after the week two add deadline.
- Midterms/exams cannot exceed two hours.
- Online classes offered via the UC Online program will not be permitted to schedule in-person midterms/exams.
- In-person midterms/exams for synchronous online classes cannot be scheduled during the regular online meetings due to space and system limitations.
- All midterms/exams needing campus space will be scheduled with the same time range options as currently scheduled out of class midterms (Mon/Wed no earlier than 7pm, Tu/Th no earlier than 8pm, Fri no earlier than 6pm, Saturdays no earlier than 8am). Note that due to space constraints, it may be necessary for these exams to start at later hours than what it listed here as options.

Guidelines In-Person Final Exams for Online classes:

- If an online class is to have an in-person final it must be listed on the Schedule of Classes with a date and time and in-person location before students enroll.
- In-person final exams cannot be added once students are enrolled in a class. To align with current practice, adding an in-person final after students are enrolled will require the class to be canceled, which will drop all enrolled students. Classes will not be canceled after the week two add deadline.
- Final exams cannot exceed three hours.
- Online classes offered via the UC Online program will not be permitted to schedule in-person final exams.

- Final exams for online classes will not be allowed to be scheduled on Common Final Saturday (the first Saturday of finals week) unless part of a common final (two or more of the same class (subject and course number), taking the final at the same day/time).
- Final exam days/times for online classes must be scheduled at one of the standard final exam time slots during finals week (8:00-11:00, 11:30-2:30, 3:00-6:00 and 7:00-10:00).
- For those finals needing campus space, the date/time will be determined by the Office of the Registrar based on space available after in-person and hybrid classes with weekly in-person meetings have their needs addressed. This may mean that the exams are scheduled the second Saturday of finals week in Fall and Winter quarters.
- All in-person final exam locations are subject to change without department/instructor approval or notice. Registrar-Scheduling will send a confirmed list of locations to departments towards the end of the quarter and no location should be considered final until that notice.

Thanks,

**Registrar-Scheduling**

Office of the Registrar

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