

INTEROFFICE MEMORANDUM

TO: All Principles Instructors
 FROM: Amber Pozo

DATE: November 19, 2013
 RE: Principles Finals

The departmental principles finals will be held on **Saturday, December 14, 2013**, from 2:00 - 5:00 pm. All scantrons and examinations should be returned to the main office (204 M) immediately following the end of your exam. (If you are using the departmental final, it is the department's responsibility to copy, collate, and grade the exams; if you are not using the departmental final, it is your responsibility to take care of your exams and get them graded.) If you have supplemental questions for your final, it is **YOUR** responsibility to see that they get typed, reproduced, and graded.

The make-up final will be held on **Thursday, December 19, 2013, from 8:00 - 11:00 am** in room **160 Fleming**.

IMPORTANT NOTE: ONLY THOSE STUDENTS WHO ARE ENROLLED IN 2304 AND 2305 SHOULD BE ALLOWED TO TAKE THE MAKEUP FINAL. Students with emergencies (sickness, death, car accident) may be allowed to take the makeup final at your discretion.

The department will provide a proctor for the makeup final. However, this does NOT mean that you should just let anyone take the makeup final. If you have questions about allowing students to take the makeup final, see Ruxandra Boul, Undergraduate Director.

STUDENTS MUST BRING SOME FORM OF PICTURE I.D. (Cougar card, Texas Driver License, etc.)

Below is a list of proctors that I have assigned to assist you in administering your exam, as well as the room where your final exam will be held. **Please announce the proper room and time in your classes so there is less student confusion on the day of the exam.** If you have any questions, please come see me.

Instructor	Course	Section	Room	Proctors
Abramava	2304	12665	160 F	Iavorskyi, Kar
Alexander	2304	12671, 25674, 17397	AH AUD 1	Collins, Luttini, Nguyen
Ao	2304	12672	104 AH	Chakravorty
Asghari	2304	12668	104 C	Gupta
Biolsi	2304	12670	105 SEC	Tseng
Crouch	2304	12666	100 SEC	Bai, Chatterjee
Korsun	2304	21739	106 C	Vu
Perdue	2304	12664	102 SW	Gao, Pham
Silveira	2304	12669	101 SEC	Tepe, Udupa
Trevino	2304	21469	105 C	Hayduk
vanWassenhove	2304	12667	102 SEC	Garofalo, Kasyanenko
Clerigo	2305	12674	116 SR	Du
Dhar	2305	20173	103 SEC	Zuo
Hardee	2305	18084, 12675, 12676	AH AUD 2	Bostashvili, Dule, Ruddy
Hsu	2305	17398	111 C	none
Long	2305	12673	113 C	Boulenger
Smith	2305	12677	117 SR	Dong, Jain
Trevino	2305	22464	108 C	none
vanWassenhove	2305	12678	104 SEC	Khatry