Fletcher’s Final Exam Period is just around the corner—the first day of the Final Exam Period is December 12 and the last day is December 18. There are NO exams Saturday or Sunday. The last day of fall classes is December 9 and Fletcher’s Reading Days are December 10 and December 11.

Please review the information below covering In-Class Final Exams, Self-Scheduled Final Exams, and fall semester grades. The schedule detailing when classroom space is available for students to use when taking a Self-Scheduled Final Exam or to use for quiet study will be posted in the Hall of Flags and online. Also, signs will be posted on each classroom door indicating the classroom’s availability for students’ use during Reading Days and the Final Exam Period. Multiple students may use the available classrooms at the same time (one classroom cannot be claimed for use by one student). Classrooms are available on a first-come, first-served basis for Self-Scheduled Final Exams and quiet study.

**GRADES**

The deadline for faculty to submit Fall 2014 semester grades in SIS ([http://go.tufts.edu/isis](http://go.tufts.edu/isis)) is noon on January 2. However, for large classes, it is possible that grades may be slightly delayed. We will send Fall 2014 grades directly to your school at Harvard or Tufts; we are unable to provide them directly to you. Please consult with your home school’s Registrar’s Office to obtain your grades. If you are a Tufts student, your grades will be visible in your SIS academic record once they are posted in SIS by your Fletcher course instructor. If you have any questions, please contact the Registrar’s Office at 617-627-3055 or by email at: FletcherRegistrar@tufts.edu.

**ABOUT IN-CLASS FINAL EXAMS**

- Students should consult with their instructor to find out if their course has an In-Class Final Exam or a Self-Scheduled Final Exam (a faculty members’ final exam plans may have changed during the semester).
  - In-Class Final Exams are distributed according to the In-Class Final Exams Schedule, and monitored, and collected by the course instructor.
  - Self-Scheduled Final Exams are only distributed during the Final Exam Period, and timed, and collected on behalf of Fletcher’s instructors by the Registrar’s Office.

- During the Final Exam Period, In-Class Final Exams take place twice a day (at 9:30 AM and at 1:30 PM). In-Class-Final Exams are at a maximum three hours in length and take place in the same classroom where the course was conducted during the semester, unless otherwise noted in the In-Class Final Exams Schedule below (see page 2). There are no exams Saturday or Sunday. Any updates to the In-Class Final Exams schedule will be posted in the Hall of Flags and online.

- Students must take In-Class Final Exams at the regularly scheduled time with exceptions granted only in extraordinary circumstances such as for medical or compassionate reasons—in such circumstances, the student should notify the Registrar’s Office, as well as the course instructor, prior to the exam taking place. For medical excuses, a note from a physician is required. The Registrar’s Office is unable to distribute any exams other than Self-Scheduled Final Exams offered during the Final Exam Period.

- **IMPORTANT:** Any student whose native language is not English and feels that an additional half-hour should be allowed for completion of the exam due to difficulty with the English language must discuss this with the instructor and receive permission; affording this extra time is at the discretion of the instructor. Permission must be granted in advance of the exam.
IN-CLASS FINAL EXAMS SCHEDULE

9:30 AM, FRIDAY, DECEMBER 12
- P240: The Role of Force in International Politics (Shultz) in Cabot 205 and Cabot 206

1:30 PM, FRIDAY, DECEMBER 12
NO IN-CLASS FINAL EXAMS

9:30 AM, MONDAY, DECEMBER 15
- B200.01: Foundations in Financial Accounting and Corporate Finance (Uhlmann) in Mugar 200
- H200: The Foreign Relations of the United States to 1917 (Henrikson) in Goddard 310-Crowe
- L230: International Business Transactions (Trachtman) in Cabot 205

1:30 PM, MONDAY, DECEMBER 15
- E230: International Finance (Klein) in Mugar 200
- P203: Analytic Frameworks for International Public Policy Decisions (Gideon) in Cabot 205 and Cabot 206

9:30 AM, TUESDAY, DECEMBER 16
- B207: Financial Statement Management (Weiss) in Mugar 200

1:30 PM, TUESDAY, DECEMBER 16
- B200.02: Foundations in Financial Accounting and Corporate Finance (Schena) in Cabot 206
- D200: Diplomacy, History, Theory, and Practice (Henrikson) in Goddard 310-Crowe
- E213: Econometrics (Schaffner) in Mugar 200

9:30 AM, WEDNESDAY, DECEMBER 17
- D265: The Globalization of Politics and Culture for Iran, Afghanistan and Pakistan (Hess) in M251f-Isobe
- E211: Microeconomics (Tanaka) in Cabot 206
- P234: The Arts of Communication (Mankad) in Mugar 200

1:30 PM, WEDNESDAY, DECEMBER 17
- E201: Introduction to Economic Theory (Kowalczyk) in Mugar 200
- L200: The International Legal Order (Glennon) in Cabot 205

9:30 AM, THURSDAY, DECEMBER 18
- P234m: The Arts of Communication (Mankad) in Mugar 200

1:30 PM, THURSDAY, DECEMBER 18
NO IN-CLASS FINAL EXAMS

ABOUT SELF-SCHEDULED FINAL EXAMS

- Self-Scheduled Final Exams vary in length (e.g., three hours, eight hours, and 24-hours) and are distributed only during the Final Exam Period (December 12 and December 15 through December 18; no exams Saturday and Sunday) and collected by the Registrar’s Office. The Self-Scheduled Final Exams are timed on behalf of the instructor (our office records each student’s pick-up time and date, and the return time and date). At the discretion of the instructor, the Self-Scheduled Final Exam may or may not be on an anonymous basis. All Self-Scheduled Final Exams distributed must be returned with your exam answers to the Registrar’s Office.

- During the Final Exam Period, students may pick-up their Self-Scheduled Final Exams from the Registrar’s Office according to the schedule detailed below (see page 3). During the Final Exam Period, the Registrar’s Office will remain open during lunch so students may pick-up and return Self-Scheduled Final Exams anytime between 9:00 AM and 5:00 PM. All Self-Scheduled Final Exams will end by 5:00 PM, Thursday, December 18.

- Since the Registrar’s Office closes promptly at 5:00 PM, it is important for students to return their Self-Scheduled Final Exam(s) on time. Any Self-Scheduled Final Exams that are returned after the Registrar’s Office has closed will be marked with the time and date that they are found when the office re-opens the following morning at 9:00 AM.

- **IMPORTANT TO NOTE FOR CROSS-REGISTRANTS:** For some Self-Scheduled Final Exams, the course instructor may prefer that each student prints out their final exam copy, as well as your final exam answers. The Fletcher Registrar’s Office is not able to print out any exams or your final exam answers.
answers for you. If you know that you will be having a Self-Scheduled Final Exam and that you will need to use the Fletcher Computer Lab to print out your final exam answers, etc., please be sure to visit the Fletcher Computer Lab (located near the Ginn Library entrance) PRIOR to the final exam so you are familiar with the exact location of the Computer Lab at Fletcher. When you stop by the Registrar’s Office to sign-out a Self-Scheduled Final Exam, please request a Print Card with directions so you may use it in the Fletcher Computer Lab.

**SCHEDULE FOR STUDENTS TAKING SELF-SCHEDULED FINAL EXAMS**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LENGTH OF EXAM</th>
<th>PICK-UP TIME</th>
<th>RETURN TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRIDAY, DECEMBER 12</strong></td>
<td>3 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>Three hours after you pick-up exam, but not later than 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>8 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>5:00 AM</td>
</tr>
<tr>
<td></td>
<td>24 Hours</td>
<td>Between 9:00 AM-5:00 PM</td>
<td>Within 24 Hours on Tuesday, December 16, but not later than 5:00 PM</td>
</tr>
<tr>
<td><strong>MONDAY, DECEMBER 15</strong></td>
<td>3 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>Three hours after you pick-up exam, but not later than 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>8 Hours</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td></td>
<td>24 Hours</td>
<td>Between 9:00 AM-5:00 PM</td>
<td>Within 24 Hours on Wednesday, December 17, but not later than 5:00 PM</td>
</tr>
<tr>
<td><strong>TUESDAY, DECEMBER 16</strong></td>
<td>3 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>Three hours after you pick-up exam, but not later than 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>8 Hours</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td></td>
<td>24 Hours</td>
<td>Between 9:00 AM-5:00 PM</td>
<td>Within 24 Hours on Thursday, December 18, but not later than 5:00 PM</td>
</tr>
<tr>
<td><strong>WEDNESDAY, DECEMBER 17</strong></td>
<td>3 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>Three hours after you pick-up exam, but not later than 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>8 Hours</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td></td>
<td>24 Hours</td>
<td>Between 9:00 AM-5:00 PM</td>
<td>Within 24 Hours on Thursday, December 18, but not later than 5:00 PM</td>
</tr>
<tr>
<td><strong>THURSDAY, DECEMBER 18</strong></td>
<td>3 Hours</td>
<td>Between 9:00 AM and 2:00 PM</td>
<td>Three hours after you pick-up exam, but not later than 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>8 Hours</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
</tr>
</tbody>
</table>