

Memo

To: Deans, Associate/Assistant Deans, & Department Chairs

From: José Dela Cruz, Ph.D. | Associate Vice President | Division of Access and Opportunity

CC: Belinda Hyppolite, Ed.D. | Vice President | Division of Access and Opportunity

Date: Monday, April 20, 2026

Subject: Final Exams Faculty Notice

Thank you for your continued partnership in supporting students who test with accommodations through the OU Testing Center. We appreciate the thoughtful feedback many of you shared regarding the May 1 final exam submission deadline.

To help balance instructional needs during the final two weeks of classes with the Testing Center's preparation needs, we are offering a limited compromise: exams may be submitted **at least five business days prior to each student's scheduled accommodated exam date**.

For reference, five-business-day submission deadlines align as follows:

- **May 11 exam** → **due May 4**
- **May 12 exam** → **due May 5**
- **May 13 exam** → **due May 6**
- **May 14 exam** → **due May 7**
- **May 15 exam** → **due May 8**

That said, we **strongly encourage faculty, whenever possible, to continue meeting the May 1 submission deadline**. Early submission helps ensure timely processing, supports exam security and accuracy, and allows our staff to manage significantly increased testing volume during finals week.

To administer an accommodated final exam, both the exam and the completed proctor form must be received by one of the following:

- **Electronic submission:** exams@ou.edu (no later than May 1 is preferred)
- **In-person delivery:** (no later than May 1, before 4 pm, is preferred, OU Testing, enter 300 Kellogg Drive)

Please note that materials received after May 1 may still be processed **only if they meet the five-business-day window prior to the student's scheduled exam date**. Submissions outside that window may result in our office being unable to administer the exam as scheduled.

Faculty remain responsible for coordinating directly with students when accommodations fall outside Testing Center services.

We appreciate your collaboration and flexibility during this especially busy period and thank you for your support of our students' success.