

EXAMINATION POLICIES AND READING DAYS

Final Exams

Final exams are determined by course meeting times, except for certain large courses.

- No student is required to take more than three final exams in one day.
- If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams.
- When two assembly exams (multiple sections and enrollment over 300) or two time-of-class exams (single sections and/or enrollment under 300) conflict, the course with the higher number will take priority. Instructors giving make-up exams will make the necessary adjustments.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A reasonable amount of time to make up a final exam is within 60 days of the originally scheduled final exam date; however, students in their graduation semester may require expedited accommodations to ensure graduation as scheduled.

During-Term Exams

- During-term examinations are held during regular class times or during assembly exam periods, which are Monday through Friday from 8:20 pm to 10:10 pm (periods E2-E3) for the Fall and Spring terms and Monday through Friday from 7:00 pm to 9:45 pm (periods E1-E2) for the Summer terms.
- If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam.
- When two exams conflict, assembly exams (multiple sections and enrollment over 300) take precedence over non-assembly exams (single sections and/or enrollment under 300). If two assembly exams conflict, the course with the higher number will take priority. Likewise, if two non-assembly exams conflict, the higher number will again take priority. Instructors giving make-up exams will make the necessary adjustments.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A reasonable amount of time to make up a during-term exam is before the end of the semester in which the student is enrolled in the class.

Reading Days

The two days before the start of examinations in the Fall and Spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days; instead, students are encouraged to use these days for study and review.

There are no reading days in the summer terms because examinations are given during regular class periods.

Excused Absences

Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. For assignments and during-term exams, a reasonable amount of time is within the term in which the student is enrolled in the class. For final exams, a reasonable amount of time is within 60 days after the originally scheduled final exam date; however, students in their graduation semester may require expedited accommodations to ensure graduation as scheduled.