### 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 or two time-of-class exams 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-Friday from 8:20 - 10:10 p.m. (periods E2-E3) for the fall and spring terms and Monday-Friday from 7:00 - 9:45 p.m. (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/or 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.