

EXAMINATION POLICIES AND READING DAYS

Final Exams

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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

- 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

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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

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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.
