

General Rules Governing Final Examinations:

Legislation of the University Faculty governing study periods and examinations:

1. No final examination can be given at a time other than the time appearing on the official examination schedule promulgated by the University Registrar's Office without prior written permission of the Dean of the Faculty.
 2. No permission will be given, for any reason, to schedule final examinations during the last week of classes or the designated study period preceding final examinations.
 3. Permission will be given by the Dean of the Faculty to reschedule examinations during the examination period itself if requested in writing by the faculty member, but only on condition that a comparable examination also be given for those students who wish to take it at the time the examination was originally scheduled. The faculty member requesting such a change shall be responsible for making appropriate arrangements for rooms or other facility in which to give the examination. This is done at the Registrar's Office.
 4. No tests are allowed during the last week of scheduled classes unless such tests are part of the regular week-by-week course program and are followed by an examination (or the equivalent) in the final examination period.
 5. Papers may be required of students during the study period if announced sufficiently far in advance that the student did not have to spend a significant segment of the study period completing them.
 6. Faculty can require students to submit papers during the week preceding the study period.
 7. Take home examinations should be given to classes well before the end of the regular term and should not be required to be submitted during study period but rather well into the examination period.
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University Policy Governing Study Period and Final Examinations:

- a. Each course should require that a final examination or some equivalent exercise (for example, a term paper, project report, final critique, oral presentation or conference) be conducted or due during the period set aside for final examinations.
- b. Although not specifically prohibited, it is University policy to discourage more than two examinations for a student in one twenty-four hour time period and especially on any one day. It is urged that members of the faculty consider student requests for a make-up examination, particularly if their course is the largest of the three involved and thus has the strongest likelihood of offering a make-up for other valid reasons, ie., illness, death in the family, etc.
- c. Students have a right to examine their corrected exams, papers, etc. to allow them to question their grading. (Note they have no absolute right to the return thereof.) Exams, papers, etc., as well as grading records, should be retained for a reasonable time after the end of the semester, preferably till the end of the following term, to afford students such right of review.
- d. According to federal law, grades are restricted information and may be released only to the student or at the student's written request. Thus, grades earned on examinations or in courses may not be posted by name. Posting by the student's identification number is also not permissible. Although there is no federal or state legislation that pertains to the manner in which graded work is to be returned to students, the returning of such material should be handled in such a manner as will preserve the students' privacy.