Title: Examinations, Final Examination Scheduling, and Prep/Reading Day Restrictions
Category: Academic Affairs
Responsible Cabinet Member: Office of the Provost

Purpose
Ensure the fair, consistent and orderly scheduling and administration of examinations by establishing institutional requirements for Final Examinations, common examinations and other course assessments, while preserving dedicated time for student preparation through restrictions on instructional activities during designated Prep Days and Reading Days.

Scope
Applies to all full-term undergraduate, graduate and professional credit-bearing courses offered by the University during the Fall and Spring Semesters, Summer Session and Winter Intersession, regardless of instructional modality, unless otherwise specified.

Professional programs operating under an approved nonstandard academic calendar shall comply with this policy except where alternative examination schedules or instructional calendars have been approved by the Office of the Provost or are required by accreditation, licensure or other governing requirements.

The Office of the University Registrar is responsible for establishing and publishing the official Final Examination schedule in accordance with this policy.

Scheduling of Final Examinations

The Office of the University Registrar shall schedule two-hour Final Examination periods for courses offered during the Fall and Spring Semesters ("Finals Week"). Colleges with approved special calendars may work with the Office of the University Registrar to schedule Final Examination periods of a different length.

Final Examination periods for Fall and Spring Semesters shall be scheduled Monday through Thursday of the final week of the semester. The final Friday of the semester shall be reserved for rescheduled Final Examinations.

For Fall and Spring Semesters, the Final Examination period shall be immediately preceded by two (2) Reading Days and a weekend during which no required interactions are scheduled. Weekend classes and evening classes meeting once per week must administer the final exam during the last regularly scheduled class meeting of the semester.

For part-of-term courses that do not meet the full term, as well as courses offered during the Summer Session and Winter Intersession, Final Examinations shall be administered during the last class meeting regardless of class meeting length.

Administration of Final Examinations

Assigned Examination Times

If an instructor requires students to take a Final Examination at a specific time and place, the examination must be administered during the period scheduled by the Office of the University Registrar.

An instructor may allow students less than the full examination period to complete a Final Examination but must inform students of the allotted time at least two (2) weeks prior to the start of the Final Examination period (one [1] week prior for Summer Session and Winter Intersession courses).

Take-Home Final Examinations

For take-home Final Examinations, students shall not be required to submit the completed examination before the end of the regularly scheduled Final Examination period for the course.

Assignments During Finals Week

Instructors shall not require assignments during Finals Week or require homework to be due during Finals Week. Instructors may, however, collect make-up assignments after the last day of classes.

Rescheduling of Final Examinations

Final Examinations may be administered at times other than the scheduled period only under the conditions outlined below.

- Conflicts Affecting Faculty: In cases of conflict or undue hardship for an instructor, a Final Examination may be rescheduled during the Final Examination period upon the recommendation of the department chair and with the concurrence of the dean of the college, or the dean's designee, pending availability of resources to support the request. For courses not housed within a college, concurrence shall be obtained from the officer designated by the Provost.

- Conflicts Affecting Students: Any student with more than two (2) Final Examinations scheduled on the same day shall be entitled to have the Final Examination for the course with the highest course number rescheduled. If the highest course number is shared, the course with the alphabetically first departmental prefix shall be rescheduled. The student must notify the Instructor of Record or designee in writing at least two (2) weeks prior to the last class meeting. (Please see the Attendance and Participation in Class Policy for more information on excused absences).on the same day shall be entitled to have the Final Examination for the course with the highest course number rescheduled. If the highest course number is shared, the course with the alphabetically first departmental prefix shall be rescheduled. The student must notify the Instructor of Record or designee in writing at least two (2) weeks prior to the last class meeting.

If rescheduling one examination creates an additional conflict, the student shall be entitled to further rescheduling during the Final Examination period.

In cases of undue hardship for an individual student, the Instructor of Record may reschedule a Final Examination.

The provisions regarding more than two (2) Final Examinations in one day apply only to courses for which the Office of the University Registrar has published a Final Examination schedule.

Common Hour Examinations

If a student has a course scheduled during a common examination period and provides written notice of the conflict to the instructor at least two (2) weeks in advance, the student shall be entitled to an excused absence from the common examination.

Departments administering common examinations across multiple sections must:

- Notify the Office of the University Registrar to ensure availability of resources and publication of exam days and times;
- Provide a make-up examination or equivalent opportunity for students with excused absences.

Departments may not apply a "drop the lowest score" policy to common examinations missed due to excused absences. If a department uses a "doubling up" method, students missing the examination must be granted access to the examination materials and answer keys equivalent to that provided to other students.

Faculty of a college may adopt alternative examination rules that differ from this section should there be a compelling reason with the approval of the Registrar, and the reason should be documented.

Policies Regarding Other (Non-Final) Examinations

Policies governing examinations other than Final Examinations shall be established by the instructor and/or the department and communicated in writing to students during the first or second class meeting of the semester.

Examinations other than Final Examinations must be administered during regularly scheduled class meetings unless approved by the department chair (and follow common hour guidelines) or be conducted as a common examination.

Prep Days and Reading Days

Purpose and Applicability: Prep Days and Reading Days are intended to provide students with protected time to prepare for Final Examinations and to promote equitable academic workload expectations.

Restrictions on instructional activities during Prep Days and Reading Days apply to all full-term courses across all academic terms and modalities, except for professional programs with approved nonstandard calendars. If a part-of-term course overlaps with the calendar-defined

dates, the faculty of record may choose to adhere to those dates or not, but it should be clearly articulated in the syllabus.

Timing of Prep Days and Reading Days:

For Fall and Spring Semesters: Prep Days are the final three (3) days of instruction (Monday-Wednesday), with classes ending on Wednesday; Reading Days are the two (2) days (Thursday and Friday) immediately preceding the Final Examination period.

For Summer Session and Winter Intersession: Prep Days are the final three (3) days of instruction prior to the scheduled Final Examination; there are no Reading Days.

Permitted and Prohibited Activities on Prep and Reading Days

Activity	Prep Days	Reading Days
Final examinations or quizzes	Prohibited*	Prohibited
Oral/listening exams or lab practicals (no final exam course)	Permitted if listed in syllabus	Prohibited
Make-up exams or quizzes	Permitted	Permitted with student agreement
Required attendance or participation grading	Permitted	Prohibited
Collection of scheduled homework	Permitted	Prohibited
Collection of make-up homework	Permitted	Permitted with student agreement
Projects, papers, presentations (no final exam course)	Permitted if listed in syllabus	Prohibited
Make-up assignments replacing prior work	Permitted	Permitted with student agreement
Review sessions (no new material)	Permitted (voluntary only)	Permitted (voluntary only)

*Except as noted for oral/listening or lab practical examinations.

Review Sessions

Instructors may offer voluntary review sessions on Prep Days and Reading Days, provided attendance is not required, no credit is given and no new instructional material is introduced.