

Policies for In-term Examinations



All in-term examinations should be given during the regularly scheduled class time. However, if the exam requires additional time to complete, then examinations may be administered outside of regularly scheduled class time. No examinations given outside of class time shall be administered on a Friday. The instructor administering an exam (or another required class event) that falls outside class time must make any and all reasonable accommodations to provide an alternative time to students who have conflicts with the proposed time period, including those conflicts due to activities, meetings, other classes, etc. (provided that the instructor is notified of such conflict in a timely manner). No student shall be required to take more than two full-period in-class or out- of-class examinations on the same day. It is the responsibility of the student to notify the instructor in a timely manner of his/her circumstances so that appropriate accommodations can be made.