

## 02.06.08.02 Examinations

### Description

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In classroom subjects, examinations and quizzes are given from time to time throughout the semester at the discretion of the instructor. **Final examinations** are scheduled at the end of each semester for most of these courses and have significant influence on final grades. All students must be available to take these examinations throughout the announced examination period. Special examinations for individual students at times other than those which are announced will be provided only under extraordinary circumstances, such as death or serious illness in the immediate family or significant professional opportunities. In such cases, the student must submit a written request for a special examination to the Office of Academic Affairs with an attached letter or document verifying the circumstances that will require his or her absence. This request must be submitted no less than seven days before the last day of classes except in emergency circumstances. The Associate Dean of Academic and International Affairs will review such requests in consultation with the appropriate faculty members.

At the conclusion of the fall and spring semesters, a reading day is scheduled to give students the time to prepare for final exams and/or complete outstanding academic coursework. Faculty members are not permitted to schedule final examinations, meetings, performances, rehearsals, or other required activities on a reading day. In addition, students and student organizations are not permitted to schedule performances or hold required activities on a reading day. In rare cases, exceptions to this policy may be granted by the Senior Associate Dean of Academic and Student Affairs.

### Date

2024/07/06