

XII. EXAMINATIONS

A. General

1. Any Examination for Advanced Standing or special examination must be authorized by the Registrar before being scheduled.
2. If the instructor considers it necessary during an examination, students may be required to present their student identification card to the instructor or an authorized representative.

B. Examinations for Advanced Standing

1. Students who offer satisfactory evidence that they are qualified to do so may receive credit for a course by examination. Such an examination is called an "Examination for Advanced Standing."
2. Examinations for advanced standing require the recommendation of the department of instruction in which the course is offered, payment of the appropriate fee to the Office of the Bursar, and authorization by the Office of the Registrar.
3. Examinations for Advanced Standing will usually be offered during the Final Examination Period.
4. A student will not be allowed to take an Examination for Advanced Standing in a given course more than twice.
5. Students will not be allowed to take an Examination for Advanced Standing in a course for which any prerequisite has not been met, except with the consent of the school offering the course.
6. An Examination for Advanced Standing will be reported with an "S" or "U" grade. Neither grade will be included in the calculation of grade-point average (GPA).
7. Advanced standing is not allowed for laboratory or studio classes, except with the consent of the school offering the course.
8. Students may not use more than nine credits of advanced standing to meet degree requirements.
9. Students may submit the Advanced Standing Application and Fee to obtain six to eight hours of proficiency credit for foreign language at the 1001 or 1002 levels upon completion of two classes in the same language at the 2000 level or higher with a minimum grade of "C."

C. Final Instructional Class Days and Reading Periods

The following applies to the standard academic terms, including the Fall Semester, Spring Semester, and Full Summer Session. It does not apply to the Early Short Summer Session and Late Short Summer Session. Given the variability in the exact timing of the Full Summer Session, the Office of the Registrar will adjust the final instructional class days and reading periods for this semester only in order to meet required instructional time. This policy replaces the former Dead Week (Week Preceding Final Examinations) policy.

1. **Final Instructional Class Days**
 - a. Final Instructional Class Days are scheduled during each regular term including the Full Summer Session and are the last two instructional days of the term immediately preceding the first reading period.
 - b. No tests or quizzes are to be administered on these days. Lab quizzes and/or practicums may be given in courses comprised of both a lecture and a scheduled lab, wherein the lecture carries at least two credits.

- c. For all courses, graded homework or assignments, lab reports, course projects, demonstrations, studio reviews, and presentations may be due during these two days, provided that they are listed on the syllabus at the start of the semester.
- d. All quizzes and tests should be graded and reported to students on or before the last Final Instructional Class Day.

2. Reading Periods

- a. Reading Periods will be designated to provide time for students to prepare for final examinations.
 - b. No classes meet. This includes labs, recitations, projects, design/capstone courses, and studios.
 - c. No assignments, projects, presentations, or other graded activities are allowed.
 - d. Instructors may schedule optional study review sessions for students during reading periods, but no credit or extra credit may be attached to these optional sessions. New content may not be covered, and any materials (e.g., handouts, slides, practice problems, etc.) that are provided at these optional review sessions must be made available to all students. This provision does not require that such optional sessions be audio or video recorded.
3. Requests for exceptions to the Final Instructional Class Day and Reading Period policies may be made in writing by the Dean of the College (or her/his designee) to the Student Rules and Regulations Committee (SRR). The SRR will then make a recommendation to the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate, for approval or denial. Requests must be made no later than the academic term prior to the desired term of implementation and will be regularly reviewed.
 4. Student concerns may be discussed with the faculty member and/or reported to the Chief Academic Officer of the department of instruction, or with the Assistant Provost for Academic Advocacy and Conflict Resolution. For more information, see the Student Academic Grievance Policy.

D. Final Examinations

1. In regularly scheduled lecture courses of the Institute, a final examination shall be administered at the time specified in the official Final Examination Schedule as distributed by the Office of the Registrar. In courses such as seminars, senior design, capstone, writing courses, and laboratories, final examinations may be waived and may be replaced with appropriate assessment. The decision to give a final examination in these courses shall be made by the instructor of record. An announcement of the course's final examination policy shall be made to the class at its first meeting and included in the syllabus.
2. No assessment other than a final examination or its replacement may be due during the Final Examination Period.
3. Requests to change a class's final examination time within the Final Examination Period must be submitted to the Chief Academic Officer of the department of instruction for approval no later than one week before the beginning of the Final Examination Period. Any such request must have the unanimous approval of the class as shown by secret ballot, as well as approval by the instructor of the class.
4. A change in the scheduling of a final examination for an individual student ordinarily will not be permitted; however, such a change may be allowed for hardship cases at the discretion of the instructor. The request for a change must be justified in writing by the student and

shall be submitted to the instructor prior to Final Examination Period and may be rescheduled to an appropriate time.

5. In the event a student has two final examinations scheduled for at the same time, the course having the lower number shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.

- a. If the student notifies the instructor after the above deadline but before the Thursday of the Final Examination Period, the student shall, at the discretion of the instructor:
 - i receive a course grade of "I" (Incomplete), with an opportunity to take a makeup final examination the following academic term (and have the course grade changed as warranted by the results of the test), or
 - ii be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period.
- b. A student who fails to notify the instructor of the conflict before the Thursday of the Final Examination Period shall, at the discretion of the instructor:
 - i receive a score of zero on the final examination, or
 - ii be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period.

6. In the event a student is scheduled for three final examinations in one day, the examination scheduled for the middle period shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.

- a. If the student notifies the instructor after the above deadline but before the Thursday of the Final Examination Period, the student shall, at the discretion of the instructor:
 - i receive a course grade of "I" (Incomplete), with an opportunity to take a makeup final examination the following academic term (and have the course grade changed as warranted by the results of the test), or
 - ii be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period, or
 - iii be given the final examination at the time scheduled for the course.
- b. A student who fails to notify the instructor of the conflict before the Thursday of the Final Examination Period shall, at the discretion of the instructor:
 - i receive a score of zero on the final examination, or
 - ii be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period, or
 - iii be given the final examination at the time scheduled for the course.