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Responsible Executive:	Provost and Vice President of Academic Affairs
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Undergraduate Exams

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I. REASON FOR THIS POLICY

Restricting exams given in the final two academic days of the semester is designed as a mechanism to curtail student stress during the final examination period and as a means to provide maximum opportunity to prepare for final examinations. Examinations administered in the days immediately preceding the final exam period, coupled with examinations during the final exam period, do not give students adequate preparation for exams. These test-free days provide a time during which students may synthesize course materials with adequate preparation time.

II. STATEMENT OF POLICY

Throughout undergraduate courses there are to be no required in-class written exams on the two academic days immediately preceding the final examination period.

III. DEFINITIONS

WRITTEN EXAM - Exams given in class. Does not include:

- Two-part final exams
- Laboratory practicals
- Oral presentations
- Take home exams

ACADEMIC DAYS - Days in which regularly scheduled academic classes meet during the semester, not to include weekend days

FINAL EXAMINATION PERIOD - The period of five days given in the University academic calendar during which final exams are to be given.

IV. PROCEDURES

Inquiries involving applicability of this policy and/or a request for appeals by professors are to be made through the office of their respective Dean and through the office of the Provost.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Not Applicable