



Official Policy

Division or Sector:	Academic
Responsibility:	Academic Dean
Policy Number:	7210-18

Title: Tests During the Last Two Weeks of the Semester

PURPOSE: To prevent excessive workloads for students near the end of the semester.

POLICY:

1. No test, term paper or project (or combination of these) which counts for more than 30% of the final grade should be given or should be due in the last ten teaching days (20% in the case of courses with a compulsory final exam in the final exam period).
2. Any unit test given during the last ten teaching days should emphasize the work covered since the last test. Tests covering all topics of the course equally should be scheduled in the final exam period.
3. Any test scheduled during the semester must be given within the class time and may not exceed the class time.
4. Prior written permission from the appropriate Faculty Dean or Director of Continuing Education is required for tests, exams, term papers, and projects that contravene this policy.
5. Departments and Programs are encouraged to establish, if possible, a mechanism to minimize the number of tests that a student would have to write on any one day.

Revised New

Date Effective: May 5, 1998