

## Examinations

Each department establishes procedures for evaluating student performance, and normally the method of evaluation is the responsibility of the course instructor. At the beginning of the semester instructors should clearly state the evaluation procedures, including types of examinations, to be used in their courses. Students should have adequate opportunity during the semester to demonstrate their knowledge of the subject matter and should be given an indication of their progress in the course prior to the deadline for dropping courses. Instructors are cautioned against placing excessive weight on the final examination when determining a student's grade in a course.

### *Dead Week*

No examinations of any type—including quizzes, hour examinations, and portions of final examinations—are allowed during the last week of classes. But the Administrative Committee may grant special permission to the instructor in charge of a course to give laboratory examinations during the last regular laboratory period of the last week of classes. The last week of classes is defined as the last seven calendar days preceding the end of classes. If, for example, classes end on Tuesday, then the “dead week” begins the preceding Wednesday and lasts through Tuesday. Students should notify the Office of the Dean of any violation.

### *Final Examinations*

The primary and alternate final examination schedules issued each semester allow two hours for a final examination in each course. Each in-class final examination must be given at the time indicated on the primary schedule. The alternate schedule is used only if the instructor decides to give an in-class examination at two times. The final examination period lasts for about a week and a half.

Alternatives to the standard in-class final examination are permitted at the instructor's discretion. Some examples are take-home examinations, oral examinations, and term papers; there need not be a final examination if adequate evaluation procedures have been used during the term. A take-home or oral examination should make approximately the same demand on a student's time as an in-class examination and should be conducted during the final examination period. A take-home examination must be distributed at the last regular class meeting and must be completed by either the primary or the alternate examination date, whichever is later.

All examinations are conducted under the Honor System.

The instructor's record of grades given during a course and any final examination papers not returned to students must be kept on file by the instructor for the first month of the semester following the conclusion of the course. For spring semester and summer session courses, this rule means the first month of the fall semester.

Monitoring these regulations is the responsibility of the departments, under the supervision of the dean. Variations from the regulations—such as changing the time of an in-class final examination for an entire class—are allowed only on approval of the Administrative Committee.

### *Comprehensive Examination*

Any department or interdisciplinary program may require a comprehensive examination of its major students as a condition of graduation.

### *Senior Re-examination*

A candidate for graduation who fails not more than one course in the final semester may be allowed one re-examination, provided the course failed prevents the student's graduation, and provided the student could pass the course by passing a re-examination. Certain courses may be excluded from re-examination. The re-examination must be requested through the dean's office, and if approved, it is given immediately after the close of the last semester of the student's senior year. A student who passes the re-examination will receive a *D-* in the course. The terms and administration of senior re-examination are the responsibility of the school that offers the course.

### *Credit by Examination*

In certain circumstances, students may be awarded course credit by departmental examination. (This procedure is distinct from the award of credit through the College Board Advanced Placement Tests taken prior to the student's first enrollment.)

Students wanting to earn credit by departmental examination should consult the Arts and Science Registrar's Office concerning procedures. To be eligible, students must be carrying a minimum of 12 hours and be in good standing.

Students must obtain the approval of the chair of the department that is to give the examination and the instructor designated by the chair. Students may earn up to 18 hours of credit by any combination of credit through advanced placement examinations and credit by departmental examination. Students may earn up to 8 hours of credit by examination in any one department. Students may attempt to obtain credit by examination no more than twice in one semester, no more than once in one course in one semester, and no more than twice in one course. Students may not repeat a course for grade replacement under the credit by examination procedures. Credits earned by credit by examination may not be counted toward AXLE.

Credit hours and grade are awarded on the basis of the grade earned on the examination, subject to the policy of the department awarding credit. Students have the option of refusing to accept the credit hours and grade after learning the results of the examination.

Students enrolled for at least 12 hours are not charged extra tuition for hours earned through credit by examination, so long as the amount of credit falls within the allowable limits of an 18-hour tuition load, including no-credit courses and courses dropped after the Change Period. Students in this category must pay a \$50 fee for the cost of constructing, administering, and grading the examination. Since this cost has already been incurred, students who refuse the credit hours and grade are charged the \$50 fee nevertheless.

Full-time students with a tuition load exceeding 18 hours and students taking fewer than 12 hours pay tuition at the regular rate with no additional fee.

## Grades and Credit

### **Grade Reports**

Students have access to their grade reports on the Academic Record in YES. Notifications are sent to students in their last two semesters, showing total hours, grade point average, and degree requirements still to be met. Students should examine their Degree Audit reports carefully and discuss them with their faculty advisers. Any errors should be reported