

## **Reading Period and Final Examination Policies**

### **Reading Period**

The reading period is intended to provide students with time to reflect on their semester's academic work and to prepare for final examinations. This time must be free from competing demands of class meetings, tests, deadlines for course work, and other activities. Optional review sessions in which new course material will not be introduced are allowed. Requests to waive this policy must be submitted in writing to the Provost.

### **Final Examinations**

The week of final examinations is an integral part of each term. The Office of the Registrar schedules final examinations and includes that information on student class schedules and each instructor's class list. In all classes in which a final examination is given, the final examination must be given during the time period assigned. The final examination is not to be given during the last week of classes or the reading period. No exceptions to the final examination schedule can be made by the instructor.

In those courses in which a final examination is given, all students must take the final examination.

If a unit examination or a quiz is planned during the last two weeks of classes, the instructor is expected to inform the students in advance.

In summer classes, final examinations are given in the last regular class session.

Requests to waive any part of this final examination policy must be submitted in writing by the faculty member to the Provost.

### **Suggested Accessibility and Accommodation statement for syllabi:**

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Peggy Perno, Director of Student Accessibility and Accommodation, Howarth 105, 253.879.3395. She will confidentially determine with you what accommodations are necessary and appropriate.