

Examinations and Quizzes

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Academics
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Policy Statement

All professors should give a minimum of a mid-semester and a final exam or the equivalent.

Policy Procedures

Where there are no supporting grades available from recitations or term papers, teachers should be sure to include a few quizzes to help establish a grade pattern.

Quizzes may be given at any time which seems wise to the instructor. They may be announced or unannounced. Each professor is responsible to announce whether, how, and when a quiz missed by the student is to be made up and what the grading policy is used on such make-up quizzes.

All examinations must be taken at the time and place specified. Exceptions will be made only in the case of sickness or other providential hindrance. As a policy, students should only miss a test if they are sick enough to miss all their classes the specific day of the test or if there is a death in the immediate family. Students who miss a test with the reason of being sick yet continue all other daily functions should not be allowed to make-up a test. Publish your policy concerning make-up exams in your syllabus.

Students may be given an examination at a time other than the specified time only when this arrangement is made before the scheduled time for the exam. Failure to observe this rule shall subject the student's examination grade to a ten percent reduction.