*Sending on behalf of Paul Hart…*

The question came up this morning, as it has many times in the past, regarding appropriate enforcement of Reading Days and Final Exam Days.   This morning’s question was whether faculty can administer final exams on Reading Days.  The answer is no.  In the past, there has been a tendency for some students to assume it is their right to be accommodated upon request.  We have to enforce the University’s rules.  Below is language taken from the Faculty Handbook.

Page 51:

Final Examination Schedules

Comprehensive final examinations are to be given only at the time published in the Final Examination Schedule. Classes must meet during the scheduled final examination period even if no final exam is administered.

Page 49:

Class Meetings

State regulations require that classes meet a specified amount of time for each assigned credit. Consequently, classes should meet for the entire period for which they have been scheduled, through and including the Final Exam. Instructors may not cancel classes; in the event that extraordinary circumstances require a faculty member to miss a scheduled class, the department chair should be notified and arrangements must be made to make up for the lost class time. In the event of a hurricane or other emergency, classes may be cancelled only if the University is officially closed. If the University is closed at any time during the semester for emergencies, Reading Days may be used as class time. Reading Days, as listed on the Academic Calendar, are days set aside for students to study for final exams or prepare for other end of the semester activities and assignments. During Reading Days faculty should be available during their regularly scheduled office hours, in person or online, to respond to student questions. Classes must meet during the scheduled Final Exam period, even if no Final Exam is given. Final examinations should not be given during Reading Days, as well. Courses may not end prior to the end of the term except in exceptional circumstances, and then only with written advance approval from the Dean.