

### **Proposed Policy Regulating the Scheduling of Mid-Term Examinations:**

Departments may schedule combined midterms for different sections of the same course. If a combined midterm exam is scheduled for a course that is at a different time, day and/or place than the normal meeting time, day and/or place, then the time, day and place of the combined exam must be included in the notes on the course schedule, and on the course syllabus provided to students during week 1 of the term. If the time and day of the combined exam conflicts with any student's other regularly scheduled course, the faculty/department offering the combined exam must schedule an alternate examination for each of those students. The alternate examination must fit the student's schedule. Conflicts between two or more combined midterms will be resolved according to the same policy for resolving conflicts with final combined exams.

Faculty may schedule midterm examinations outside the regular time, day and place of the course. If a midterm exam is scheduled for a course that is at a different time, day and/or place than the normal meeting time, day and/or place, then the time, day and place of the midterm exam must be included in the notes on the course schedule, and on the course syllabus provided to students during week 1 of the term. If the time and day of the midterm exam conflicts with any student's other regularly scheduled course, the faculty offering the midterm exam must schedule an alternate examination for each of those students. The alternate examination must fit the student's schedule. Conflicts between two midterm exams scheduled outside regular class times will be resolved according to the policy for resolving conflicts between two final exams.