Best Practices
Faculty guide to course policies & examination procedures

COURSE DEVELOPMENT PHASE

- Articulate expectations for course work in listing and syllabus
- Schedule low-stakes assessments and provide substantive feedback to students as early as possible during the academic semester
- Implement grading practices that require diligence and engagement in the course
- Clarify expectations on attendance in lecture, precept, and lab

PLEASE AVOID

- Changing expectations or deadlines mid-semester
- Evaluation models that let students postpone active engagement (courses that allow dropping/missing some component of the course)
- Over-emphasis on high-stakes summative assessments

TEACHING SEMESTER

- Specify in the course listing any work that will be assigned during midterm week and fall or spring break
- State policies on extensions and make-up exams on the syllabus and in advance to ensure consistency in-class

PLEASE REMEMBER

- MIDTERMS ≠ FINALS: Rules governing final exams do not apply to midterms
- Students still have classes and assignments during midterm week

over for reading & exam period policies & timelines
Things to Consider During
READING PERIOD & EXAM PERIOD

what is READING PERIOD?
Extended period when students complete final exercises and prepare for exams

Notify ahead of time if any MEETINGS, CLASSES, ACTIVITIES, OR PRESENTATIONS will take place during reading period

what is DEAN’S DATE?
BY DEAN’S DATE unless the exercise is a take-home exam or in-class exam
date that all written work is due & the last day of Reading Period
Any accommodations must be approved by the Office of Disability Services. Any extensions must be approved by the Residential College Director of Studies or Dean.

what is an IN-CLASS FINAL EXAM?
an unproctored examination scheduled by the Registrar & administered in person on campus
Scheduled 3-hr exams can be the MOST EFFICIENT AND EFFECTIVE measure of a student’s mastery of material covered in the course
Any accommodations must be approved by the Office of Disability Services. Any extensions must be approved by the Registrar and Residential College Director of Studies or Dean.

what is a TAKE-HOME FINAL EXAM?
an alternative to in-class exams where students choose when to take the exam within the prescribed window; take-home exams can be timed or untimed, but must take place after Dean’s Date and before the take-home exam deadline (the Monday after Dean’s Date)
Any accommodations must be approved by the Office of Disability Services. Any extensions must be approved by the Residential College Director of Studies or Dean.

please note:
Typically, take-home exams should take no more than 8 HOURS to complete Exams or projects requiring more time should be labeled papers or final projects due on DEAN’S DATE