

March 2, 2009

Dear Colleagues:

At this point in time, the end of the semester may seem far away. But it's not, and I want to remind you of two policies. First, exams and quizzes are not to be given during the last week of classes preceding the final examination period of the semester (examinations for laboratory, intensive, or mini-courses excluded). Instructional Data Processing will not accept Scantron sheets for quizzes and exams administered during this time period.

Second, students who have more than two final exams in one day "are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination" (University Regulations Part 2, Section I, B. 5-8).

Such arrangements should be requested before the last week of regularly scheduled classes. When a student does make such a request of you, please work with them to make alternative arrangements for the exam.

Thank you for your attention to the policies—and to the well being of our students.

Cordially,



W. Randy Woodson
Provost

cc: A. Luescher, Chair, Senate Educational Policy Committee
E. Barnard, President, Purdue Student Government
M. Helgesen, Director, Center for Instructional Excellence