1. **READING DAYS** are days of preparation for examinations. No instructor may schedule an exam on these days nor may any student ask to take an exam on these days.

2. A student is considered to have an exam conflict if she is scheduled for two exams at the same time or three exams within a 24 hour period. In the case of two exams at the same time, the student and instructors should negotiate for a mutually convenient time to reschedule one of the exams. In the case of three exams during a 24 hour period, she may choose to reschedule the third exam of the three at the mutual convenience of the instructor and student.

3. There are no exams on Saturday, April 27, Sunday, April 28, Wednesday, May 1, Saturday May 4 or Sunday, May 5. The last period for exams is at 6:00 PM on Tuesday, May 7.

4. Final examinations for all courses which meet during evening hours must be given during the evening.

5. Final grades are due for ALL students on Monday, May 13 by noon.