

April 17, 2020

Dear Students,

It is hard to believe that the semester is coming to a close and exams are right around the corner. As you prepare for your finals, please take a moment to review the adjusted exam schedule located on the Office of the Registrar's [website](#).

Some changes were made to the exam schedule in order to maintain the appropriate number of class meetings for this semester after the extended spring break but the majority of our exam periods remain intact.

**Please note the following important changes:**

Exams scheduled on Friday, May 1 have been moved to Friday, May 8.

The exam period for classes held at 11 a.m. on Tuesdays and Thursdays has been moved from Saturday, May 2 to Wednesday, May 6 at 9 a.m.

The exam period for classes held at 12:30 p.m. on Tuesdays and Thursdays has been moved from Saturday, May 2 to Thursday, May 7 at 9 a.m.

**Frequently asked questions:**

1. *Will I have to go to campus to take my exam?* Students should not return to campus for examinations. Alternate exams and/or remote examinations will be given in place of face-to-face exams.
2. *What is a reading day?* READING DAY is a day 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.
3. *What is considered an exam conflict and what should I do if I have one?* 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.
4. *Can I reschedule an exam for a Sunday?* There are no exams on Sunday, May 3.
5. *When is the last exam period?* The last period for exams is at 6:00 p.m. on Friday, May 8.

This has been an intense semester and the Office of the Registrar staff wishes you the best of luck on your final exams. If you have any questions or concerns

regarding the exam schedule, please contact us at [registrar@meredith.edu](mailto:registrar@meredith.edu) for assistance.

Sincerely,

Shelly A. McMahon  
Registrar