

Examinations

Examination Security

If exams are closed book, students may not use notes, texts, dictionaries, or other materials; nor can they speak to other students during the exam. If a student has a problem or question, it must be discussed with no one other than the faculty member proctoring the exam. If a student leaves the classroom, he/she will be asked to hand in the paper, and will not be permitted to return.

Examination Reviews

Reviews of exams are at the discretion of the course faculty. Without permission of the particular faculty member, no other person, including another faculty member, Director, Associate Dean, or Dean can review and/or discuss the exam with the student.

Failure to Take Examination

Students unable to take the exam at the scheduled time must make arrangements with the faculty member **PRIOR** to the exam date. If the student communicates with the faculty member prior to the exam, possible alternate arrangements can be discussed. If the faculty member is not available, the Director of the PhD Program must be notified.

If a student fails to communicate with the faculty member prior to the exam and subsequently claims an emergency, illness, or accident, the explanation will be considered to determine extenuating circumstances. If extenuating circumstances are found, the student will not be penalized. If the faculty member believes there to be no extenuating circumstances, the student **MAY** be allowed to take the exam, and may receive a lower grade at the discretion of the faculty member.

An alternate exam may be selected by the faculty member if taken late by the student.