Reading Days Policy

Sheryl Tynes <stynes@trinity.edu>                      Wed, Apr 29, 2015 at 1:24 PM
To: Trinity Students <TrinityStudents@trinity.edu>

Reading Days policy--according to the *Faculty and Contract Staff Handbook*, no major papers or examinations for the spring 2015 semester may be scheduled for April 30th and May 1st, the two class days before Reading Days. For classes that meet once a week, we encourage instructors to avoid scheduling major papers or examinations for the final class period before Reading Days.

The full policy is:

“The two days immediately preceding the final examination period, ending at 6:00 p.m. on the second day, are designated as Reading Days. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held, no graded assignments or projects are due, and no examinations are given on those days. Exceptions to this policy must be granted by the Associate Vice President for Academic Affairs: Student Academic Issues. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students.

No major papers or examinations may be scheduled for the two days of classes before Reading Days. Major papers or examinations are defined as papers or examinations that count for more than 10 percent of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.” (*Faculty and Contract Staff Handbook*, Chapter 6B, Article IV).

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