REVIEW WEEK POLICY
(a.k.a. “Dead Week”)

A. Review Week shall begin seven calendar days before test week begins and shall continue for seven calendar days.

B. No new major assignments such as papers or projects shall be given after the beginning of Review Week.

C. Quizzes will be allowed during Review Week over material presented no earlier than two class periods before the quiz.

D. Generally, there shall be no in- or out-of-class tests during Review Week (a test being defined as an examination that is of greater scope than a quiz).

If the teacher and students see the need for a unit or chapter test in order to help the students by:

1. reducing the amount of material presented in the final test,
2. avoiding a buildup of tests the week prior to Review Week, and/or
3. assisting in their grade achievement endeavors,

then a test may be scheduled during Review Week, provided the teacher and two-thirds of the class agree.

E. When it is necessary to move a regularly scheduled final test into Review Week, authorization must be obtained from the Associate Vice President for Academic Administration.

F. A few classes have no designated test time in the published final exam schedule, for example, lab courses and certain skills-based courses. In these cases, a final exam may be scheduled during Review Week at the discretion of the instructor and should be listed accordingly in the course syllabus.

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