

# **Principles Governing Class Management during Midterm and Final Exams**

## **Wenzao Ursuline University of Languages**

Approved at the Academic Affairs Committee Meeting on Jan. 14, 2011

Ratified by the President on Feb. 21, 2011

Amended and approved at the Academic Affairs Committee Meeting on July 29, 2013

Ratified by the President on Aug. 30, 2013

- I. The Principles are applicable for all teachers in the Day Division (with the exception of teachers who teach first-year, second-year and third-year students of the 5-year Junior College).
- II. Teachers can decide whether or not they would like to hold midterm and final exams, but classes must take place as scheduled during the midterm and final exam weeks.
- III. Final exams should take place during the designated final exam week.
- IV. In the event that a teacher would like to hold the final exam earlier, the teacher should submit an application to be approved by the chairperson of the department (or center director); classes should take place during the final exam week. In the event that a teacher would like to reschedule classes during the final exam week, he or she should follow related regulations to apply for leave and no classes will take place during the final exam week.
- V. The Principles become effective after they are approved at the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.