

# POLICY ON COMMON MIDTERM EXAMINATIONS

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Instructors teaching a course with multiple sections who plan to schedule a common midterm examination outside the class's regular meeting time must notify students of this event during the first week of the semester and be prepared to offer one or more make-up examinations to accommodate any student who is enrolled in a course that meets at the time of the common examination.

Students enrolled in a course that conflicts with the time of a common midterm examination must notify the instructor administering the common midterm examination of the conflict by the end of the course selection (add) period. Students may not be required to miss their regularly scheduled class.

(Source: Almanac – April 20, 2010, Volume 56, No. 30 (<http://www.upenn.edu/almanac/volumes/v56/n30/provost.html>))