

The College of New Jersey
Exam Week Snow Closure Protocol
Fall 2018

In the unlikely event that we will need to cancel exams due to inclement weather the following schedule will be adhered to in order to make up exams.

If the College is closed on...	Exams will be held as follows
Tuesday, December 11, 2018	All Tuesday Evening exams will be held on Tuesday Evening, December 18 at the same time same location.
Wednesday, December 12, 2018	All Wednesday exams will be held on Wednesday, December 19th at the same time and location.
Thursday, December 13, 2018	All Thursday exams will be held on Wednesday, December 19th at the same time and location.
Friday, December 14, 2018	All Friday exams will be held on Wednesday, December 19th at the same time and location.
Monday, December 17, 2018	All Monday exams will be held on Wednesday, December 19th at the same time and location.
Tuesday, December 18, 2018	All Tuesday exams will be held on Wednesday, December 19th at the same time and location.

This schedule assumes a total of one missed day. Should additional closings occur, the text alert system and web postings will be utilized to advise students & faculty. Notice of any changes to the exam schedule as a result of additional closings will be posted on the Records & Registration website homepage. <http://www.tcnj.edu/~recreg/>

Grading Policy in Light of Exam Cancellation due to Weather Conditions

If TCNJ **officially closes** due to weather conditions and alternative exam dates are not established, faculty may do the following:

1. Make grading decisions based on all work completed for the class without the final exam; or
2. Assign a grade of 'I' and re-schedule the examination period during January, 2019, after the Spring term begins. If this option is exercised, you must notify Records and Registration by email at (Schedule@tcnj.edu). Records and Registration will aid you in rescheduling an alternative time and location.

Depending on the magnitude of choice of this option, a uniform make up exam schedule may be developed. **If graduating seniors are assigned 'I's' they will not be "credentialed" for graduation until the 'I' is completed.** This process may only be used if the College is officially closed and the exam cannot be made up per the above schedule.

If TCNJ is not officially closed but an individual faculty member determines that s/he cannot make it in to give a final exam, it is the faculty member's responsibility to make proctor arrangements with a colleague or take other actions as approved by the appropriate Dean.

Grading Window – The College is scheduled to be officially closed for Winter Break [see Holiday and Energy Leave Schedule]. If it is necessary to extend the examination period, PAWS will remain open through the closure to allow appropriate time for faculty to grade. Pursuant to extant policy, grades should be submitted within 72 hours of the time of the exam.

For emergency closing information please visit www.tcnj.edu