Reading Period and Examination Period – Athletic Competitions

Regular season games or contests may not be scheduled during reading or examination periods. Exceptions to this policy must be approved by the Director of Athletics and/or the Associate Athletics Director for Internal Operations. Exceptions that will normally be approved are events leading up to conference championship, qualifying events, or national championships.

Championship competition during the reading and examination periods is governed by the following:

1. Athletes in playoffs are eligible to reschedule exams during the final examination period or to defer exams until the next semester. Exams may not be rescheduled earlier than the first day of the final exam period.

2. The Director of Academic Support will act as the liaison for student-athletes and the Dean of Students office in submitting requests for rescheduled exams.

3. Any athlete needing to reschedule or to defer a final exam will need to fill out the request form available on the Dean of Students website at http://www.wm.edu/offices/deanofstudents/alpha_forms/deferredexams/. The reason for the request can simply be listed as “championship playoff”.

4. Submit the completed form to the Director of Academic Support. The Director of Academic Support will send the completed form to the Associate Dean of Students an alphabetized list of students eligible for the rescheduled/deferred examinations because of the championship games. In addition, the Director of Academic Support will communicate with the Dean of Students Office as game dates are finalized to indicate travel dates and playoff dates involved.

5. After the Dean of Students Office approves the rescheduling of the exam, the student is responsible for contacting the professor to arrange an agreeable date and time. Deferred exams will be given when exam rescheduling is not desired by the faculty member.

6. Faculty members rescheduling exams for athletes will follow the grade deadlines given to all faculty. Submission of grades for graduating seniors will follow the deadlines for all seniors set by the Office of the Registrar.

7. The Director of Academic Support and the Associate Dean of Students will work as needed with students who require academic assistance prior to or during the exam period.