**Midterm and Final Exam Rules and Regulations**

1. All materials including backpacks, cell phones, class notes, textbooks and past exams must be left the front of the class. You will not have any access to those items during the exam. Failure to do so will result in an NC grade.
2. You must bring your own pens, pencils, erasers, sharpeners and calculators (only if permitted). You will not be allowed to borrow any item from another student or proctor during the exam.
3. Any form of communication with other students is not allowed during the exam. Every verbal and non-verbal form of communication with another student will result in the loss of one letter grade.
4. In order to get any form of assistance from the proctor, you must raise your hand. No verbal communication is allowed until the proctor gives explicit permission. Failure to do so will result in the loss of one letter grade.
5. Once you leave the exam room, there is no reentry.
6. You can request for a postponement of the exam if you are sick. In that case, you must produce a letter from a qualified physician.