TO:       PRESIDENT ALBERT W. BROWN

FROM:      THE FACULTY SENATE

RE:        X

I. Formal resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SURJECT: Recommendation on Final Exam Scheduling (see attached)

Moved by Morris, seconded by Balling, to approve the recommendation of the
Ad Hoc Committee on Final Exam Scheduling.

Signed:  

Date Sent:  11/11

(For the Senate)

TO:       THE FACULTY SENATE

FROM:      PRESIDENT ALBERT W. BROWN

RE:        I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

a. (Accepted) Effective Date 1971-72 academic yr.

b. Deferred for discussion with the Faculty Senate on

c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment:

DISTRIBUTION: Vice-Presidents: Burke, Crandall, Spaulding

Others as identified: Gennarino, Kiellman, Watts

Distribution Date:  11/3/71

Signed:  

President of the College

Date Received by the Senate:

Routing # 0970-71

Resolution 
#9 1970-1971
Proposed Faculty Policy on Examination at the End of the Semester
Nov., 1970. Ad hoc Committee on Final Examination Schedule
J. Emory Morris, Chairman and Committee

1. Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examination(s), subject to such regulation as his department may deem necessary. Specifically he may determine that no examination is required.

2. No examinations may be given during the last week of classes, except that an instructor may schedule an examination during the last week provided that the students enrolled in the course shall consent by a unanimous vote. Also, take-home examinations, term papers, and term projects may be scheduled with a due date during the last week of classes or during the examination period.

3. All end-of-the-semester examinations (whether of the comprehensive "final" type or of the "last unit" type) shall be given during the period designated in the academic calendar for examinations, according to a schedule published as a part of the regular class schedule.

4. Changes from the published schedule may be made only under extremely unusual circumstances, and then with the majority consent of the students enrolled in the course, and with the approval of the appropriate Dean of the faculty. Clearance of the physical arrangements will be made with the Dean for Operations. When a change from the examination schedule is necessary, the instructor is obliged to notify his students of the re-scheduling at the earliest possible date.

5. The examination period shall consist of six calendar days (until such time as the faculty shall determine more time is necessary). Examinations will be scheduled according to normal class meeting times and places. (Thus all classes normally meeting MWF 9 will be examined at the same time and in their usual meeting rooms.)

Examination periods shall be not more than two hours in length. They shall commence at 8:00 a.m., 10:30 a.m., 1:00 p.m., and 3:30 p.m.

Multiple section courses having a common class meeting will be examined during the examination period assigned for the common meeting time. (Thus four sections of a course meeting together only if 10 would be examined during the period assigned for MWF 10 classes.)

Multiple section courses for which a single examination is required of all sections may be examined according to the meeting times of the several sections, or a request may be made for special scheduling. Seven examining periods will be reserved for the scheduling of such multiple section courses. Requests for multiple section course examination scheduling will be made at the time the course is requested to be listed in the class schedule. Preference will be given to courses with large enrollments.

Late afternoon, evening, and Saturday classes will have examinations at their first regularly scheduled meeting time during the examination period.
6. Students with conflicts, and students with more than two examinations in one day or more than three examinations in two days, shall have the right to postpone and reschedule a conflicting examination. Students are expected to consider their examination schedule at registration time and to avoid conflicts as much as possible.

The conflict must be verified by the Associate Dean for Operations, after which the examination will be rescheduled at a time mutually agreeable to the instructor and the student. The examination to be rescheduled will normally be the examination in the course having the smaller enrollment. One period on the last day of the examination period shall be reserved for the resolution of conflicts which cannot otherwise be resolved.

7. The committee on academic calendar shall have the responsibility to permute the examination schedule so that no particular class meeting time has a continually favored or disfavored examination period assigned.

8. This policy shall take effect in the Fall term of 1971, if approved prior to January 30, 1971. If approved after that date, it shall take effect in the Spring term, 1972.
## SAMPLE EXAMINATION SCHEDULE

<table>
<thead>
<tr>
<th>Exam begins on</th>
<th>Monday Date</th>
<th>Tuesday Date</th>
<th>Wednesday Date</th>
<th>Thursday Date</th>
<th>Friday Date</th>
<th>Saturday Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>MWF 9</td>
<td>MWF 10</td>
<td>MWF 11</td>
<td>MWF 12</td>
<td>MWF 1</td>
<td>S 9, 10</td>
</tr>
<tr>
<td>10:30</td>
<td>MWF 2</td>
<td>MWF 3</td>
<td>MWF 8</td>
<td>TR 11</td>
<td>TR 8</td>
<td>conflicts</td>
</tr>
<tr>
<td>1:00</td>
<td>TR 9:30</td>
<td>TR 12:30</td>
<td>TR 2</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
</tr>
<tr>
<td>3:30</td>
<td>MWF 4</td>
<td>TR 3:30</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
<td>XX</td>
</tr>
</tbody>
</table>

Classes scheduled at the hours listed above will take final examinations in their regular class meeting rooms at the time indicated in the table.

Examinations are scheduled to be two hours or less in length.

Evening classes will take final examinations at their regular meeting time during the examination period.

XX Time reserved for scheduling of specific multiple section course(s). Specific courses would be listed before the class schedule and exam schedule was published.