Faculty Policy on Examinations at End of Semester

TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
RE: I. Formal Resolution (Act of Determination) [Date]
II. Recommendation (Urging the fitness of) [for the Senate]
III. Other (Notice, Request, Report, etc.)

Signed William R. Kirk (Hea)
Date Sent: 3/3/76
William P. Rock, President

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION
   a. Accepted. Effective Date: 3/1/76 - 8/31/77
   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: Accepted through August, 1977 only. During this time, a more encompassing academic policy should be developed through the Faculty Senate.

DISTRIBUTION: Vice Presidents:
Others as identified: [Signature]

Distribution Date: [Signature]
Date Received by the Senate: MAR-23-75
Proposed Faculty Policy on Examinations at the end of Semester

K. D. Schlicht

1. Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examinations (whether of the comprehensive "final" type or of the "last unit" type), subject to departmental regulation. Specifically, he or she may determine that some other form of evaluation is more appropriate.

2. No examinations may be given during the last week of classes, unless the students enrolled in the course shall consent by an unanimous vote cast by secret ballot. Quizzes lasting not longer than 30 minutes may be given without such a vote. 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 no later than mid-semester by the Registrar.

4. The periods designated for examinations shall be spread over a period of at least five days. Each examination period shall be two hours in length. There shall be at least 15 minutes (and if possible, 30 minutes) between examination periods. Examinations will be scheduled according to normal class meeting times, places. Thus all classes (with the exception of multiple section courses noted below) meeting at the same time will be examined simultaneously and in their usual meeting rooms.

Multiple section courses having a common class meeting will be examined during the examination period assigned for the common meeting time.

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 at the time the course is requested to be listed in the class schedule. Five examination periods will be reserved for the scheduling of such multiple section courses. Preference will be given to courses with large enrollments.

The Registrar shall have the responsibility to permute the end-of-the-semester examination schedule so that no particular class meeting time is continually assigned to any one examination period.

5. Changes from the published schedule may be made only under extremely unusual circumstances, and with the approval of the appropriate Dean. Clearance of the physical arrangements will be made with the appropriate administrative officer. The instructor is obliged to notify his or her students of such re-scheduling at least three weeks prior to the examination.

6. Students with conflicts, and students with more than two examinations in one day or more than three examinations in two days during the end-of-the-semester examination period, shall have the right to postpone and reschedule a conflicting examination.

The conflict must be verified by the appropriate administrative officer, after which the examination will be rescheduled at a time mutually agreeable to the instructor and the student. The examination to be rescheduled shall be the examination in the course having the smallest enrollment. At least one period on the last day of the end-of-the-semester examination period shall be reserved for the resolution of conflicts which cannot otherwise be resolved.