

Motion presented to Faculty Senate 02/11/20

The following motion for change to the Faculty-Staff Handbook: VII. Instructional Policies. C. Grading. 5. Final Exams comes recommended and approved by Faculty Senate Executive Committee.

Rationale

It was felt there was a need to clarify the existing language.

It is therefore recommended to change the Faculty-Staff Handbook as shown below. This policy will be effective starting fall semester 2020.

Proposed Language

In order to ensure that instruction continues throughout the entire semester, if a course ends with a test or final exam, it must take place during the official Examination Period. A test or exam may only be given in the last week of the semester if an exam is also given during the official Examination Period. If the final graded component in a course is a take-home exam, it may be due at any time during the official Examination Period, but not earlier.

Students should not have to take three or more final examinations in one 24-hour period. In cases in which a student has more than two examinations scheduled during a 24-hour period, it is the student's responsibility to notify faculty before the last week of classes. Faculty are urged to arrange a time for a make-up exam. In cases where a conflict arises, the faculty member teaching the largest course will be expected to arrange a make-up examination, since an alternative exam time for a larger course is more likely to meet the needs of multiple students.

This policy does not apply to lab exams, or if an exception is granted by the relevant dean at the instructor's request.

Existing Language

It is the University's policy that all faculty members administer their final or end-of-course examinations during the official Examination Period, at the time scheduled by the Office of Course Building and Academic Space Management. Faculty who wish to administer final or end-of-course examinations outside the official Examination Period must have permission of the deans of their schools. Except examinations for labs, students shall not be required to take examinations or turn in take-home finals during the week preceding the official Final Examination Period. If there is no comprehensive final examination but only a series of examinations or quizzes, the last examination, test or quiz must take place on the assigned day during final examination week.

Students should not have to take three or more final examinations in one 24-hour period. In cases in which a student has more than two examinations scheduled during a 24-hour period, faculty are urged to arrange a time for a make-up exam. In cases where a conflict arises, the faculty member teaching the largest course will be expected to arrange a make-up examination because s/he has the greatest probability of offering another make-up for other valid reasons.