

Motion presented to Faculty Senate 3/25/14

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

Students and faculty complain that the last week of classes has become the de facto final exam week with many classes having the last exam of the semester or take home final exams during this period.

This is a problem for several reasons:

- It shortens the semester by one week, which is problematic for demonstrating compliance with workload policies per credit hour.
- It creates a burden for students preparing for numerous examinations with no policies about the number of exams they can be expected to take in a particular time period.
- It interferes with the ability of faculty not giving exams in the last week of class to conduct normal class activities.

It is expected that final exams will be scheduled automatically for all classes unless faculty request that this is not done (an opt-out system). The dates and times of the final exams will be available before the beginning of the semester.

It is therefore recommended to change the Faculty-Staff Handbook as shown below (Revised Language). This policy will be effective starting Fall semester 2014.

Original Language

VII.C.5. Final Examinations

It is the University's policy that all faculty members administer their final or end-of-course examinations during the official Examination Period, as scheduled by the Office of Course Building and Academic Space Management. Any alternative scheduling within the official Examination Period must be done in advance through that office. 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. Faculty should refer to the specific policies regarding final examinations in their respective schools, including policies regarding the number of exams students can be expected to take in a given time period.

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Revised 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.