

Academic Policies Committee Response to Faculty Senate Regarding Final Exam Scheduling

The onerous and confusing final exam schedule currently in use by the University is a symptom of underlying organizational problems.

Before a complete solution can be found and implemented, the underlying principles of final exam week need to be honored by faculty and enforced by Deans and the Provost's Office. The Academic Policies Committee, therefore, has examined this topic with the following premises and principles in mind:

1. Final exam week is a contractual duty of faculty.
2. No faculty member should administer a final course activity (whether an exam, course meeting, student presentations, or something else) before finals week, whether a traditional, hybrid, or online class. Such actions violate the faculty member's contractual and ethical obligation to the university and open the faculty member to an academic grievance, should a student object to having less preparation time than similarly situated peers.
3. Individual departments do not have the prerogative to establish their own final exam schedule or final exam policies (e.g. when a student has three exams scheduled in one day) separate from the university schedule and policies.

Final Exam Schedule Policies

- Examination times are determined by the **initial hour** at which the class meets each week unless the course is specifically assigned a common exam time.
- Classes should hold their final exams at the nearest exam time. For example, any class scheduled at 8:25 am should follow the exam time for an 8:00 am class. A class scheduled at 8:40 am should follow the exam time for a 9 am class.
- All single-section courses will hold examinations in the room in which the class regularly meets unless otherwise announced by the instructor.
- Examination locations for multi-section courses will be announced by the instructor
- All graduate courses will follow the university schedule

Common Final Exam Policy (Adopted by Faculty Senate in 2007; University Catalog pp.67-68)

If a common final exam is scheduled for multiple section course, all sections of that course must have their exam at that time. Individual faculty do not have the prerogative to give their exam at a different time. This is both to prevent exam scheduling conflicts and to ensure testing security. Current Common Finals are ENGL 103, HIST 101/102, FTWL 106 and CHEM 121/122.

A student who has more than two final examinations scheduled for the same day need not take more than two of these examinations on that day. A student may work with the professors to reschedule excess exams within these guidelines: 1) cannot reschedule the first exam, 2) cannot reschedule any common exam (e.g., ENGL 103, HIST 101/102) and 3) when possible, reschedule the middle exam when it is not a common exam. Exceptions may be made to account for hands-on or practicum-based final exams that cannot be completed individually.

A student must abide by the following procedure when requesting to reschedule examinations:

- a) must reschedule exam no later than one full week before the final examinations begin
- b) must provide each of the professors involved with a written copy of his/her complete examination schedule, including course numbers, section numbers and names of professors.

The professors of courses whose examinations are not scheduled in the first time slot and are not common exams will reschedule their examinations, when feasible, within the final examination period on a day when the student has fewer than two scheduled examinations. The professor will notify the student when and where the examination will be given. In the event the professor contacts the other professors involved and makes alternate arrangements for the student to take no more than two examinations in a day, the professor will inform the student of those arrangements prior to the last day of classes. A student who has more than one examination scheduled for the same time should contact the appropriate professors and make alternate arrangements. In the event of a final exam conflict, the student may not be penalized.