

**SALISBURY UNIVERSITY FACULTY SENATE MOTION**

Submit this form to the Faculty Senate President

SUBJECT: Final Exam Scheduling Policy

SENATOR PROPOSING MOTION: John Raley

SENATOR SECONDING MOTION: Ellen Schaefer-Salins

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MOTION: That the Faculty Senate approve the proposed revision to the Final Exam Scheduling Policies submitted by the Academic Policies Committee (final draft dated February 2, 2021).

Current Policy: See section on [Common Final Exam Policy](#)

Amendments made at the meeting:

JUSTIFICATION:

On November 27, 2018, the Faculty Senate charged the APC with investigating—in the wake of recent website redesign—potential revisions to a variety of issues related to Final Exam scheduling and the communication of those dates to the SU community at large, with a report to be delivered by February 12, 2019. The report was sent to the Senate on May 16, 2019, but not taken up. A revised report was taken to the Senate on November 24, 2020, where further revisions were suggested. The current document is the APC’s latest revision of the report.

During these delays, the Registrar’s Office has instituted many of the recommendations in the APC’s report. Approval of these policies will therefore formalize changes already made.

ANTICIPATED IMPACT:

Negative:

Faculty will need to be made aware of revisions to the procedures for accommodating students with multiple exams on one day.

Positive:

Brings current practice in line with published policy.

Is this a recommendation to the Provost? Yes \_\_\_\_\_ No X

Is this a recommendation to someone else? Yes \_\_\_\_\_ No X

VOTE: Number of Senators Present:

Votes in Favor:

Motion Passes or Fails:

## **Final Exam Scheduling Policies**

The following are the underlying principles of final exam scheduling.

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 the class meets at 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, a 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.

A student who has more than one final exam scheduled for the same time should contact the instructors for the courses and make alternative arrangements. In the event of a final exam scheduling conflict, the student may not be penalized for rescheduling an exam.

All single-section courses will hold examinations in the room in which the class regularly meets unless otherwise announced by the instructor prior to the last day of classes. Examination locations for multiple-section courses will be announced by the instructor prior to the last day of classes.

All graduate courses will follow the university schedule.

### **Common Final Exam Policy**

If a common final exam is scheduled for a 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 ensure the integrity of assessment. Current common finals are ENGL 103, HIST 101/102, FTWL 106 and CHEM 121/122.

### **Rescheduling For More Than Two Exams In One Day**

If a student has more than two final exams scheduled for the same day, they may choose to reschedule the excess exam(s). It is the student's responsibility to contact the appropriate instructors and make alternate arrangements. This should be done no later than one full week before Reading Day. Instructors may request a copy of the student's complete examination schedule, including course and section numbers, before rescheduling an exam.

In general, the first exam given on that day should not be rescheduled, and no common exam (for instance, for ENGL 103) can be rescheduled. When possible, the exam in the middle of the day should be rescheduled. Exceptions may be made in the case of practicum-based final exams that cannot be completed individually. If difficulties arise in rescheduling, instructors and students should negotiate to find a solution that meets the needs of both parties.

When final exams are rescheduled, the instructor who is rescheduling their exam will notify the student in writing of when and where the exam will be given prior to the last day of classes.

DRAFT