

**SPECIAL REPORT**  
of the  
**SPACE AND CALENDAR COMMITTEE**  
concerning  
**MINIMIZING THE SCHEDULING OF  
FINAL EXAMINATIONS ON SATURDAYS**

Presented at the  
606<sup>th</sup> Regular Meeting of the Faculty Senate  
May 9, 2002

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*Minimizing the Scheduling of Final Examinations on Saturdays*  
*Recommendation of the Faculty Senate Space and Calendar Committee*  
 April 2002

Proposed Solution

In semesters where the calendar permits it, minimize Saturday final examinations by scheduling Saturdays as a second reading day instead of an exam day, while retaining the proviso that there **must** always be at least one full reading day before the first final exam.

We would propose to the Faculty Senate that this change be put into effect as we draft and review calendars for future years.

Results

If the Faculty Senate accepts the proposed solution, we will not ALWAYS be able to avoid scheduling Saturday exams, but we can dramatically reduce their frequency—particularly in the Spring semesters. It does mean that reading days, when we are able to fit more than one into the schedule, will often be separated from each other, with one full reading day before the start of exams, an earlier first day of exams, and a second partial or full reading day falling later in the exam period. In some semesters, it will also mean that more of the final exams will be scheduled into the latter parts of the exam week. In other semesters, Saturday final examinations (and/or a Saturday “snow day” should the University need to reschedule the final exams) are unavoidable.

Examples

Some illustrative examples follow, with changes highlighted by bold type and a trailing “\*\*\*”.

SPRING SEMESTERS

A revised Spring semester might look like this:

	<i>Current</i>	<i>Proposed</i>
Thursday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Friday	2 <sup>nd</sup> reading day	<b>1<sup>st</sup> day of exams***</b>
Saturday	1 <sup>st</sup> day of exams	<b>2<sup>nd</sup> reading day***</b>
Sunday	No exams	No exams
Monday through Friday	Rest of exams (with usually only morning exams on Friday)	Rest of exams (with usually only morning exams on Friday)

Or, like this, in semesters where we have fewer teaching days earlier in the semester, like Spring 2000:

	<i>Current</i>	<i>Proposed</i>
Friday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Saturday morning	Morning is another half reading day; afternoon is 1 <sup>st</sup> final exams	<b>2<sup>nd</sup> reading day***</b>
Sunday	No exams	No exams
Monday through Friday	Rest of exams (with exams running usually ¾ of Friday)	Rest of exams (with exams running the <b>full</b> day on Friday)***

*(Next page for Fall examples)*

FALL SEMESTERS

The scheduling for Fall semesters is always more variable than Spring semesters, due to the Labor Day and Christmas timing. Thus, the final exam schedule is also more variable and, in years with especially tight calendars (late Labor Day, for example), we will not be able to avoid scheduling Saturday exams.

The calendar for Fall 2000 would have looked like this:

	<i>Current</i>	<i>Proposed</i>
Friday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Saturday morning	Morning is another half reading day; afternoon is 1 <sup>st</sup> final exams	<b>2<sup>nd</sup> reading day***</b>
Sunday	No exams	No exams
Monday through Friday 12/22	Rest of exams (with exams running usually $\frac{3}{4}$ of Friday)	Rest of exams (with exams running <b>full day on Friday</b> )***
Saturday 12/23	Snow day for final exams	Snow day for final exams

While the schedule for Fall 2001 would likely have been unchanged, with some Saturday exams unavoidable:

	<i>Current</i>	<i>Proposed</i>
Saturday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Sunday	2 <sup>nd</sup> reading day	2 <sup>nd</sup> reading day
Monday	1 <sup>st</sup> day of exams	1 <sup>st</sup> day of exams
Tuesday through Friday	Full days of exams	Full days of exams
Saturday	Last day of exams (with exams running usually $\frac{3}{4}$ of the day)	Last day of exams (with exams running usually $\frac{3}{4}$ of the day)
Monday (12/24 in 2001, 12/23 in 2002)	Snow day for final exams	Snow day for final exams

And the schedule for Fall 2002 would likely look like this (again, with some Saturday exams unavoidable):

	<i>Current</i>	<i>Proposed</i>
Saturday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Sunday	2 <sup>nd</sup> reading day	2 <sup>nd</sup> reading day
Monday	1 <sup>st</sup> day of exams	1 <sup>st</sup> day of exams
Tuesday through Friday	Full days of exams	Full days of exams
Saturday	Last day of exams (with exams running usually $\frac{3}{4}$ of the day)	Last day of exams (with exams running usually $\frac{3}{4}$ of the day)
Monday 12/23	Snow day for final exams	Snow day for final exams

And, in some years, it could look something like this (modeled after the Fall 1998 schedule), where exams start earlier and the reading days are split:

	<i>Current</i>	<i>Proposed</i>
Tuesday	1 <sup>st</sup> reading day	1 <sup>st</sup> reading day
Wednesday	2 <sup>nd</sup> reading day	<b>1<sup>st</sup> day of exams***</b>
Thursday & Friday	1 <sup>st</sup> and 2 <sup>nd</sup> days of exams	<b>2<sup>nd</sup> and 3<sup>rd</sup> days of exams***</b>
Saturday	3 <sup>rd</sup> day of exams	<b>2<sup>nd</sup> reading day***</b>
Sunday	No exams	No exams
Monday & Tuesday	4 <sup>th</sup> and 5 <sup>th</sup> days of exams	4 <sup>th</sup> and 5 <sup>th</sup> days of exams
Wednesday 12/23	Last half-day of exams	Last half-day of exams
Thursday 12/24	Snow day for final exams	Snow day for final exams

**Moved:** That the Faculty Senate approve of Minimizing the Scheduling of Final  
**34-02** Examinations on Saturdays, as presented in Sen. Doc. No. 02-035.