

**SPECIAL REPORT**

of the

**ACADEMIC MATTERS COUNCIL**

concerning

**ACADEMIC REGULATIONS UPDATES:**

**X. EXAMINATIONS**

Presented at the  
663<sup>rd</sup> Regular Meeting of the Faculty Senate  
May 17, 2007

**COUNCIL MEMBERSHIP**

<b>William Richards Adrion</b>	<b>M. Christine King</b>
<b>Mokhtar Atallah</b>	<b>Pamela Marsh-Williams</b>
<b>Martha Baker</b>	<b>Karina Martinez</b>
<b>Carol Barr</b>	<b>Ernest May</b>
<b>Edward Chang</b>	<b>Daphne Patai</b>
<b>Stephanie Chapko</b>	<b>Gerald Platt</b>
<b>Priscilla Clarkson</b>	<b>Harream Purdie</b>
<b>Vanessa Engelke</b>	<b>Chaela Roshetar</b>
<b>Ginger Etinde</b>	<b>Dennis Searcy</b>
<b>Kirby Farrell</b>	<b>Patricia Stowell</b>
<b>Sally Galman</b>	<b>Cynthia Suopis</b>
<b>Bryan Harvey</b>	<b>Cecilia Trachy</b>
<b>John Jenkins (Chair)</b>	<b>David Vacchi</b>
<b>Moon Kim</b>	<b>Gordon Wyse</b>

## ACADEMIC REGULATIONS UPDATES

### X. EXAMINATIONS

#### 1. BACKGROUND

In association with the *Recommended Revision of the Policy on Priority for Evening Exams*, recommended by the Undergraduate Education Council (UEC) (Sen. Doc. No. 06-042), there remained the issue of handling conflicts between two evening examinations scheduled at the same time. There is no current policy to guide resolution of such conflicts.

#### 2. AMC ACTIONS

After review, the Academic Matters Council (AMC) developed the revised text below to replace the old section X. EXAMINATIONS (see Appendix A). The new text would be:

### X. EXAMINATIONS.

#### A. General

If students miss a quiz, test, or examination for extenuating personal circumstances, the policy stated under Attendance will apply.

Students have a right to examine, though not necessarily to retain, all materials - such as homework, lab reports, quizzes, tests, and examinations - that they have submitted to an instructor for evaluation. Students who wish to exercise this right but cannot easily do so because of absence, illness, etc., must inform their instructor in writing before the end of the succeeding semester. Instructors are therefore required to retain these materials through the succeeding semester.

Instructors are required to protect student's confidentiality in handling all evaluations.

#### B. Evening Examinations

Evening exams should be scheduled from 7:00-9:00 p.m. on Wednesdays, Thursdays or Fridays. In a situation where an evening exam is scheduled the same time as a once-a-week class meets, the class takes precedence over the evening exam provided that the class (lecture section only) meets on Mondays or Tuesday evenings. The students are entitled to a reasonable accommodation for a makeup exam.

In addition, it is University policy that if a student is scheduled to take two evening examinations at the same time, the faculty member teaching the course with the higher final digit (or digits) in its class number (the unique 5-digit number which represents a particular section in the Schedule of Classes) is required to offer a make-up examination.\* Proof of the conflict must be provided by the student (for evening examinations, this may be obtained from the Registrar's Office).

**C. Final Examinations**

It is University policy that all final examinations be given during the scheduled final examination period. In courses in which no final examination or other class activity is scheduled during the final examination period, no examination should be scheduled during the final week of classes nor during the Reading Period. Non-cumulative exams must be scheduled during the final examination period if there is no cumulative final for the course.

Noncumulative exams may be scheduled during the last week of classes only in classes in which an additional final exam is scheduled during the final examination period. This policy applies to both undergraduate and graduate courses. Complaints of violation of the formal policy on examinations in the final week of classes should be directed to the Department Head/Chair. If a faculty member is then found to have violated this policy, the Head/Chair will be responsible for ensuring that a make-up or alternative examination, similar in content and structure, is scheduled during the appropriate final examination period, and that all students in the course are notified of this option prior to the administration of the examination during the final week of classes.

Further, it is University policy not to require students to take more than two final examinations in one day of the final examination period. If any student is scheduled to take three examinations on the same day, the faculty member running the chronologically middle examination is required to offer a make-up examination if the student notifies the instructor of the conflict at least two weeks prior to the time the examination is scheduled. The student must provide proof of the conflict. This may be obtained from the Registrar's Office, 213 Whitmore.

In addition, it is University policy that if a student is scheduled to take two final examinations at the same time, the faculty member teaching the course with the higher final digit (or digits) in its class number (the unique 5-digit number which represents a particular section in the Schedule of Classes) is required to offer a make-up examination.\* Proof of the conflict must be provided by the student (for final examinations, this may be obtained from the Registrar's Office).

All make-up final examinations caused by schedule conflicts must be given during the calendar period of the final examination schedule. Make-up examinations may be scheduled during hours that fall outside the normal examination time periods.

\*For example, if examinations for ENGLISH 172 (class #71123) and MATH 132 (class #27514) are scheduled at the same time, a student enrolled in both courses will have a make-up examination provided by the instructor in Math.

**3. AMC RECOMMENDATIONS.**

The Council unanimously supports the proposed changes in the "Academic Regulations" publication with the following Motion for the Faculty Senate:

**MOVED: That the Faculty Senate approve the changes to Section X (Examinations) of the Academic Regulations, as presented in Sen. Doc. No. 07-046.**  
**51-07**

## Appendix A

### X. EXAMINATIONS.

If students miss a quiz, test, or examination for extenuating personal circumstances, the policy stated under Attendance will apply. However, in a situation where an evening exam is scheduled the same time as a once-a-week class meets, the class takes precedence over the evening exam provided that the class (lecture section only) meets on Mondays or Tuesday evenings.

Evening exams should be scheduled from 7-9pm on Wednesdays, Thursdays or Fridays. The students are entitled to a reasonable accommodation for a makeup exam. Students have a right to examine, though not necessarily to retain, all materials - such as homework, lab reports, quizzes, tests, and examinations - that they have submitted to an instructor for evaluation. Students who wish to exercise this right but cannot easily do so because of absence, illness, etc., must inform their instructor in writing before the end of the succeeding semester. Instructors are therefore required to retain these materials through the succeeding semester.

Instructors are required to protect students' confidentiality in handling all evaluations.

It is University policy that all final examinations be given during the scheduled final examination period. In courses in which no final examination or other class activity is scheduled during the final examination period, no examination should be scheduled during the final week of classes nor during the Reading Period. Non-cumulative exams must be scheduled during the final examination period if there is no cumulative final for the course. Noncumulative exams may be scheduled during the last week of classes only in classes in which an additional final exam is scheduled during the final examination period. This policy applies to both undergraduate and graduate courses. Complaints of violation of the formal policy on examinations in the final week of classes should be directed to the Department Head/Chair. If a faculty member is then found to have violated this policy, the Head/Chair will be responsible for ensuring that a make-up or alternative examination, similar in content and structure, is scheduled during the appropriate final examination period, and that all students in the course are notified of this option prior to the administration of the examination during the final week of classes.

Further, it is University policy not to require students to take more than two final examinations in one day of the final examination period. If any student is scheduled to take three examinations on the same day, the faculty member running the chronologically middle examination is required to offer a make-up examination if the student notifies the instructor of the conflict at least two weeks prior to the time the examination is scheduled. The student must provide proof of the conflict. This may be obtained from the Registrar's Office, 213 Whitmore.

In addition, it is University policy that if a student is scheduled to take two final examinations at the same time, the faculty member teaching the course with the higher final digit (or digits) in its class number (the unique 5-digit number which represents a particular section in the Schedule of Classes) is required to offer a make-up examination.\* Proof of the conflict must be provided by the student (for final examinations this may be obtained from the Registrar's Office).

All makeup final examinations caused by schedule conflicts must be given during the calendar period of the final examination schedule. Makeup examinations may be scheduled during hours that fall outside the normal examination time periods.

\*For example, if examinations for ENGLISH 172 (class #71123) and MATH 132 (class #27514) are scheduled at the same time, a student enrolled in both courses will have a make-up examination provided by the instructor in Math.