

MEMORANDUM

TO: President Edward T. Foote

FROM: Dr. George C. Alexandrakis  
Chairman, Faculty Senate

DATE: September 18, 1989

SUBJECT: Faculty Senate Legislation #88017(B) -  
Final Examination Policy

The Faculty Senate, at its meeting of May 8, 1989, voted to approve Faculty Senate Legislation #88017(B) - Final Examination Policy. The text of the legislation is attached.

This legislation is now forwarded to you for your action.

cc: Provost Luis Glaser  
Dr. Thompson Biggers

CAPSULE: Faculty Senate Legislation #88017(B) -  
Final Examination Policy

RESPONSE BY THE PRESIDENT: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: \_\_\_\_\_

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

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## FINAL EXAMINATIONS

### Final Examination Policy

Final examinations may not be given during a regularly-scheduled class period. No examinations shall be permitted during the reading period.

Final examinations may be rescheduled only with the permission of the dean.

No student shall be required to take more than two final examinations on one day. A student having three or more final examinations scheduled during one day may request the instructor of the course with the smallest enrollment to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.

A student who has a conflict between a final examination and a religious observance may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the last class day.

For the resolution of any problem pertaining to the scheduling of final examinations, students should first consult their instructor. If the matter cannot be resolved, the student should contact the Examination Ombudsman.

### Implementation

1. The following statement shall be published in the Undergraduate Bulletin and the Schedule of Classes.
2. If the examination ombudsman cannot resolve an issue, it shall be referred to the appropriate dean.
3. The dean of each school or college shall be responsible for strict enforcement of these policies.
4. The reading period shall include at least three weekdays.
5. A two-and-one-half hour period shall be available for each final examination. (Professors have the option of specifying a shorter examination period.)
6. The minimal time between final examination shall be 30 minutes.
7. The final examination schedule shall be published in the Schedule of Classes.

M E M O R A N D U M

September 10, 1989

TO: George Alexandrakis, Chair  
Faculty Senate

FROM: Howard Pospesel *H.P.*

COPIES: Jane Connolly  
John Knoblock

SUBJECT: Final Examinations Legislation

Page two contains the legislation approved by the Faculty Senate. This document is saved in the file "FINALS" (in WordPerfect 4.2 format) on the enclosed disk.

Page three contains the changes recommended by the Senate Council (all of which have been incorporated into the legislation).

Pages four through six contain the committee report that was presented to the Senate Council.

## FINAL EXAMINATIONS

1. The following statement shall be published in the Undergraduate Bulletin and the Schedule of Classes:<sup>1</sup>

**Final Examination Policy**

Final examinations may not be given during a regularly-scheduled class period. No examinations shall be permitted during the reading period.

Final examinations may be rescheduled only with the permission of the dean.

No student shall be required to take more than two final examinations on one day. A student having three or more final examinations scheduled during one day may request the instructor of the course with the smallest enrollment to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.

A student who has a conflict between a final examination and a religious observance may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the last class day.

For the resolution of any problem pertaining to the scheduling of final examinations, students should first consult their instructor. If the matter cannot be resolved, the student should contact the Examination Ombudsman at 284-2294.

2. If the examination ombudsman cannot resolve an issue, it shall be referred to the appropriate dean.
3. The dean of each school or college shall be responsible for strict enforcement of these policies.
4. The reading period shall include at least three weekdays.
5. A two-and-one-half hour period shall be available for each final examination. (Professors have the option of specifying a shorter examination period.)
6. The minimal time between final examination shall be 30 minutes.
7. The final examination schedule shall be published in the Schedule of Classes.

<sup>1</sup>Note that only the bolded material beginning with "Final Examination Policy" and ending with "Examination Ombudsman at 284-2294." will appear in the Bulletin and the Schedule of Classes. Policies two through seven will not be printed in the Bulletin and the Schedule of Classes.

Change one (page Q; first paragraph of Final Examination Policy):

Final examinations may not be given during a regularly-scheduled class period. No examinations shall be permitted during the reading period ~~or on the last day of class.~~

Changes two through five (page Q; third bolded paragraph of Final Examination Policy):

No student shall be required to take more than two final examinations ~~during any calendar~~ on one day. A student having three or more final examinations scheduled during ~~a calendar~~ one day may ~~(if the student wishes)~~ request the instructor of the course with the smallest enrollment to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day ~~the last day to drop a course.~~

Change six (page Q; fourth bolded paragraph of Final Examination Policy):

A student who has a conflict between a final examination and a religious observance may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the last class day ~~the last day to drop a course.~~

Changes seven and eight (page Q; fifth bolded paragraph of Final Examination Policy):

For the resolution of any problem pertaining to the scheduling of final examinations, students should first consult their instructor. If the matter cannot be resolved this does not suffice, the student should contact the Examination Ombudsman at 284-2294.

Change nine (page R): Delete recommendation six.

## FINAL EXAMINATIONS

### A REPORT OF THE FACULTY SENATE COMMITTEE ON ACADEMIC STANDARDS<sup>2</sup>

March 10, 1989  
Revised April 21, 1989

#### PURPOSE:

To improve and formalize the final examination policies at the University of Miami

#### BACKGROUND:

The policies regarding final examinations at the University of Miami have never been formalized and made available to the faculty or students in written form. Furthermore, it appears that some of the current guidelines are often not adhered to by the faculty, and that several improvements in our system can be made.

#### AREAS OF CONCERN:

1. Not rarely, "final exams" are given on the last day of class (although it may be claimed that they are not final examinations) or during the "reading period." Some students may have two or more such exams (of 50 minutes duration) on the same day.
2. Students are uncertain of how to lodge complaints, make requests, etc. Moreover, who has the final say - instructor ? dean ? Is there a role for ombudsmen ?
3. Who should enforce final examination policies ?
4. A two-hour examination period may be insufficient to permit some students to check and revise their answers.
5. Currently, a student may have only ten minutes between examinations.

#### SCOPE OF INVESTIGATION BY ASC:

1. Interview of Dr. Biggers (University registrar). Dr. Biggers also attended three of the committee meetings.
2. Telephone survey of 23 universities (see Appendix).

<sup>2</sup>The members of the Academic Standards Committee are Anthony Allegro, Will Betsch (co-chair), Jane Connolly, Michael Connolly, Tom Herbert, Marion Jefferson, Dennis Kam, James Oster, and Howard Pospesel (co-chair). This report was written by James Oster.

**RECOMMENDATIONS:**

1. The following statement shall be published in the Undergraduate Bulletin and the Schedule of Classes:<sup>3</sup>

**Final Examination Policy**

Final examinations may not be given during a regularly-scheduled class period. No examinations shall be permitted during the reading period or on the last day of class.

The reading period should be sacrosanct, and the very last day of class is too close to the final examination period to be used for testing.

Final examinations may be rescheduled only with the permission of the dean.

No student shall be required to take more than two final examinations during any calendar day. A student having three or more final examinations scheduled during a calendar day may (if the student wishes) request the instructor of the course with the smallest enrollment to reschedule the examination for that individual. The request shall be made no later than the last day to drop a course.

The special arrangements will be spread more equitably among the faculty if the course involving the smallest number of students is chosen.

A student who has a conflict between a final examination and a religious observance may request that the instructor reschedule that student's examination. The request shall be made no later than the last day to drop a course.

For the resolution of any problem pertaining to final examinations, students should first consult their instructor. If this does not suffice, the student should contact the Examination Ombudsman at 284-2294.

It is critical that the students know how to address problems. Dr. Biggers is willing to have his office serve as a clearinghouse to channel problems into the existing advisory network.

<sup>3</sup>Only the material printed in boldface on this page will appear in the Bulletin and the Schedule of Classes.



2. If the examination ombudsman cannot resolve an issue, it shall be referred to the appropriate dean.
3. The dean of each school or college shall be responsible for strict enforcement of these policies.

An individual with the stature of the dean must be available to both enforce the regulations and settle disputes.

4. The reading period shall include at least three weekdays.

A sacrosanct period including three weekdays (not necessarily in succession) will ensure students at least four free days (including a Sunday) to prepare for final examinations.

5. A two-and-one-half hour period shall be available for each final examination. (Professors have the option of specifying a shorter examination period.)

Perhaps it would be better to allocate three hours for examinations, but this would greatly complicate scheduling and require extension of the examination period. Allocating 2 1/2 hours does not necessarily imply that the actual test material is to be expanded from that now used for our two-hour examinations, but, rather, that the students have more time to consider and reconsider their answers.

6. The duration of the examination period should not exceed seven examination days.
7. The minimal time between final examination shall be 30 minutes.

It is unfair for a student to have to rush immediately from one exam to another.

An example of how recommendations five through seven could be accommodated would be a schedule using blocks for group exams, but not for double-letter courses, with the first examination beginning at 8:00 a.m. and the last one ending at 10:30 p.m. (for night classes). If two-and-one-half hours are allocated for each test, and thirty minutes are provided between tests, the examination period would be completed in six days (five blocks per day).

8. The final examination schedule shall be published in the Schedule of Classes.

We believe that the advantages to students of knowing their examination schedules before registration outweigh the disadvantages (e.g., reduced ability to use computer modeling to reduce the number of examination conflicts).

TABLE: SURVEY OF FINAL EXAM POLICIES AT OTHER UNIVERSITIES

CONTACT/TEL#	LIMITATION OF EXAMS <sup>1</sup>	LENGTH OF EXAMS (HRS)	DURATION OF EXAMS (DAYS)	EXAMS ON SAT/SUN	READING PERIOD/DAYS/PROHIBITS
INTERVIEW W/DR. BIGGERS	NO > 2 IN CALENDAR DAY	2	6 or 7	YES/NO	Yes/3 weekdays/free
Ms. Mills (404) 727-6062	Can request change if 3 consecutive tests in 24 hr	2 1/2	5	YES/NO	Yes/?/quiz-zes permitted (according to Vanderbilt)
Donna (213) 825-6091	No set rules; student may complain	3	5	YES/NO	-
A. Murray (415) 725-1889	No set rules; student may complain	3	5	YES/NO	Yes/1 wk/no extra assignments
D. Burdett (904) 392-1374	No > 3 in calendar day	2	6 (varies)	YES/NO	-
M. Puri (904) 644-5887	No > 3 in 24 hrs	2	5	NO/NO	-

METHOD OF  
RESOLUTION OF  
PROBLEMS<sup>2</sup>

No formal process

Professor

Professor

Professor

Professor

Approval of dean  
after written  
permission from  
prof.

	No > 3 in 24 hrs	4 (MOST)	9 (VARIES)	YES/NO	No (according to Vanderbilt)
J. Taylor (504) 865-5700					
J. Wooley (401) 863-1000	No > 2 in calendar day	3	9 TO 10	YES/NO	-
J. Haskell (614) 292-1616	No set rule; if 2 in 1/d can request change	2	4	YES/YES (if weekend classes)	-
S. Mi-Cellaigh (617) 495-1541	No > 2 in calendar day	3	1	YES/NO	-
H. Demik (919) 684-3759	If > 3 in 24 hrs, can request change	3	6 (varies)	YES/NO	-
T. Bickel (603) 646-1110	No > 2 in calendar day	2	4 or 5	YES/YES	-
Sherry (202) 687-4020	<sup>2</sup> No > 2 in 24 hr, or 3 in successive time slots	2	8 or 9	YES/NO	Yes/2 days + wkend/no test

Counselor  
(instructor to  
change a Saturday  
exam)

Professor

Professor

Registrar's office  
(at least for  
religious  
conflict)

Registrar's office

Professor

Dean's off. for  
too frequent  
exams, prof. for  
other problems

N. Guindi (617) 353-3621	No > 2 in calendar day	2	6	NO/NO	-
Claire (203) 432-2920	No > 2 in calendar day	2 1/2, 3 1/2	7	YES/RARE	-
Assoc. Dean Berquist (615) 322-2844	Schedule process only permits 2/d; student could elect 3	2	8	YES/NO	Yes/7 days/no tests except lab finals
E. Chadwick Dean Stud. in College (312) 702-8627	By custom, no > 2 in calendar day	2 to 3	5	NO/NO	Yes/2 days + wkend/no new assignments
G. Howell (607) 255-3897	If > 3 consecutive exams can reschedule (may also request change if <u>3</u> consecutive)	2 1/2	7	RARE/RARE	Yes/3 days/free
Dr. J. Greenberg (609)452-3360	No > 2 successive exams	3	11 (varies)	YES/NO	Yes/usually 10 days/classes and papers may be due, but no tests

Professor

Dean's office or  
professor

Dean's office

Dean's off. then  
prof. (who has  
final say)

Prof., and if  
still unresolved,  
dean

REGISTRAR'S  
~~PROFESSOR'S~~ office

V. Clark (219) 239-7043	No > 2 in calendar day, or > 3 in 24 hr period	2	5	SOMETTIMES/ SOMETTIMES	Yes/2 days (wkend)/free
J. Gaines (314) 889-5959	No > 1 major exam in calendar day	2	6	NO/NO	Yes/3 days/ free
A. Antrabus (804) 924-4124	No > 2 in 1 calendar day	3	7	NO/NO	Yes/ 2 days (sometimes wkend)/free
Dr. R. Sodergren (814) 863-1024	No > 2 in a 15 hr period	110 min	6 (Mon thru Fri)	YES/NO	Yes/ 2days (wkend)/free
M. Coyle (313) 764-5556	If > 2 (or 3) in 1 calendar day can request change	2	6	NO/NO	Yes/3 days (2 on wkend), not necessarily consecutive/free

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raming attempts to limit this problem; generally student may, if  
 take more exams; <sup>2</sup> Often not strictly formalized; <sup>3</sup> Deliberate attempt  
 e of class on that basis.



Dean's off.

Professor

Prof. (may require approval of dean)

Registrar's off.  
(conflicts scheduled centrally),  
for religious conflict (Sat exam-prof.)

Registrar's off.  
for problems relating to excessive exams/day



M E M O R A N D U M

April 20, 1989

TO: Howard Pospesil  
FROM: David Wilson *David Wilson*  
SUBJECT: Faculty Senate Proposal on Final Examinations

Below is a draft of the minutes of the College Council meeting of April 17 regarding the report on final examinations:

Dean Wilson discussed with College Council members the Faculty Senate proposal on final examinations. It was generally agreed that students should not have to take three exams on one day, and that finals should not be given on the last class day or during reading days. Beyond that, however, Council members viewed the draft recommendations as being overly prescriptive. Exams, but not final exams, should be allowed on the last day of class. Students with three exams scheduled on a single day should not have to go to the instructor of the course with the smallest enrollment for an adjustment. (Often, the largest course will more likely be giving a make-up exam anyway.) Two-and-one-half hour exams were not viewed as an improvement.

A motion was made by Professor Nearing that the position of Council is that this proposal is ill-conceived and unacceptable in its present form. This motion was seconded and passed.

Current policy in the College is as follows: Exams are to be given when scheduled unless permission is received from the Dean. Currently the Dean allows an exam to be moved to a different time during exam week with the unanimous approval of the students in a class.

DW:ek

115  
College of Arts & Sciences  
Office of the Dean  
P.O. Box 248004  
Coral Gables, Florida 33124  
(305) 284-4117

# Memorandum

TO: George Alexandrakis

FROM: Ira M. Sheskin

DATE: April 8, 1989

SUBJECT: Final Exams



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I find myself in general agreement with the memorandum distributed concerning Final exams, but would like to offer the following comments:

## Recommendation 1 b.

I believe that, to have the effect that you wish to have, you need to restrict exams during the last week of class. Otherwise, those faculty who currently find it convenient to give exams the last day of class will simply move that exam back one or two days and will cancel the final class period.

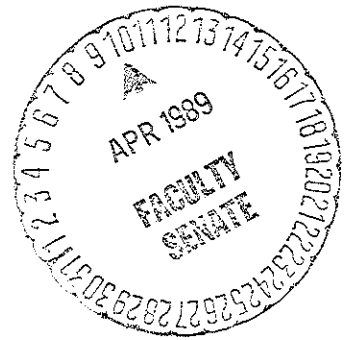
I think you also need to define the term "examination." If you do not, then some faculty might say that they are giving a "quiz," or use some other designation. I would suggest that you define an exam as something that counts for 10% or more of the course grade. This would allow faculty who give a weekly quiz to give one the final week of the semester.

## Recommendation 1 c.

This recommendation is too restrictive. For example, suppose I am teaching an upper division course or a graduate course with 5 or so students. Suppose this exam is scheduled for the final day of the final exam period. All of the students complain and all of the students agree to hold the exam during a mutually acceptable time at an earlier date. It seems silly that such a schedule change would need the Dean's permission.

I thank you for your attention and would be more than happy to offer further explanation of any of the above points.

cc. Peter Muller; David Wilson



MEMORANDUM

6 April 1989

TO: DR. GEORGE C. ALEXANDRAKIS, CHAIRMAN, FACULTY SENATE

COPIES: DR. LUIS GLASER, PROVOST  
DR. DAVID WILSON, DEAN, COLLEGE OF ARTS & SCIENCES  
DR. WILL BETSCH, ACADEMIC STANDARDS COMMITTEE  
DR. HOWARD POSPESEL, ACADEMIC STANDARDS COMMITTEE

FROM: CARL H. SNYDER, CHEMISTRY *CHS*

SUBJECT: FINAL EXAMINATIONS

I am responding to your memorandum of March 29 concerning the scheduling of final examinations, especially to the matters of

- the proposed prohibition of examinations during the last class period
- the proposed establishment of a maximum of two final examinations for any student on any day
- the proposed extension of the allocated time for final examinations from the current two hours to two-and-one-half hours, and
- the proposed requirement that the final examination schedule be published along with the schedule of classes.

First, the proposal that no examinations be given during the final scheduled class period of a semester seems to be directed toward precluding any student from having "two or more such exams (of 50 minutes duration) on the same day (emphasis added)." My own general practice is to give students their last examination during the next-to-last class period and to return and review the graded examination in the last class period. This practice would not be affected by the proposal. As a result, I can foresee all those faculty who normally give an examination during the last scheduled class period moving those examinations to the next-to-last period, thus vitiating the intent of the proposal. Students would once again have "two or more such exams (of 50 minutes) on the same day", which would now be the next-to-last day. I might

College of Arts & Sciences  
Department of Chemistry  
P.O. Box 249118  
Coral Gables, Florida 33124  
(305) 284-2174

add here that I fully agree that final examinations be given during the scheduled time and not during a scheduled class period. I suggest, though, that the matter of other examinations given during scheduled class periods be left to the judgment of the faculty.

The second and fourth proposals are interconnected. It seems to me that providing students, faculty and staff with the final examination schedule along with the class schedule, which I strongly endorse, places the responsibility for avoiding a three-examination day principally with the student and the advisor. Publishing the final examination schedule along with the class schedule, as was the practice until recently, should allow virtually all students to schedule their classes so as to avoid the troublesome third examination on any given day. For those (few) who may not be able to devise such a schedule and who therefore find a three-examination day unavoidable, it ought to be the responsibility of the student to advise all faculty whose courses are involved, on the first day of class, so that appropriate arrangements might be worked out in plenty of time. Moreover, using the criterion that special arrangements are the responsibility of the faculty in the smallest class seems unduly cumbersome. A class of, say, 35 might be the smallest for one student and the largest for another. In practice, and with enough students having the three-examination problem, enough classes could meet the "smallest class" criterion to produce an administrative nightmare. Some other criterion could well provide a better solution. Here again let me add that I, too, would like to avoid the three-examination problem. I simply think the proposed solution is far from optimum.

Finally, while the objective of the proposed extension of allotted time for final examinations is laudable, the implementation appears to me to be unrealistic. First, my own experience is that no matter what the length of the examination, in a large class there are always those students for whom the allotted time is too short. Some find two-and-one-half weeks too little for a thorough review of their answers. What's more, my own experience suggests that examinations themselves tend to grow or shrink to fill the allotted time. Two-and-one-half hour examination periods will lead to two-and-one-half hour examinations. I think a far more realistic approach would be to remind all faculty periodically that all examinations, final and otherwise, should be of a reasonable length, one that will allow a decent review of answers by a healthy majority of the class.



From Dr. Howard Pospesel  
Mailed to Dr. Pospesel & Betsch

*Send to Deans*

MEMORANDUM

March 29, 1989



TO: Dr. Luis Glaser  
Provost

FROM: Dr. George C. Alexandrakis, Chairman GEA  
Faculty Senate

The recommendations contained in the attached report on Final Examinations prepared by the Senate Academic Standards Committee are under discussion by the Senate Council and the Faculty Senate. The Council hopes to receive input on this matter from the faculty. I would be grateful if you would forward this report to the faculty of the undergraduate schools through their Deans.

Suggestions from school councils or departments may be forwarded to me at the Faculty Senate office. Suggestions from individual faculty members may be given to the co-chairs of the Academic Standards Committee: Dr. Will Betsch or Dr. Howard Pospesel. Suggestions should be received by April 21 so that they may be considered at the Council meeting of April 24.

Thank you for your help in this matter.

GCA/lca

Attachment

*Copy for  
DR. W. Betsch*



Faculty Senate  
325 Ashe - Admin. Bldg.  
Coral Gables, Florida 33124  
(305) 284-3721

FINAL EXAMINATIONS

A REPORT OF THE FACULTY SENATE  
COMMITTEE ON ACADEMIC STANDARDS<sup>1</sup>

March 10, 1989

I AGREE WITH IMPORTANCE OF THIS REPORT

PURPOSE:

To improve and formalize the final examination policies at the University of Miami

BACKGROUND:

The policies regarding final examinations at the University of Miami have never been formalized and made available to the faculty or students in written form. Furthermore, it appears that some of the current guidelines are often not adhered to by the faculty, and that several improvements in our system can be made.

AGREE

AREAS OF CONCERN:

1. Not rarely, "final exams" are given on the last day of class (although it may be claimed that they are not final examinations) or during the "reading period." Some students may have two or more such exams (of 50 minutes duration) on the same day.
2. Students are uncertain of how to lodge complaints, make requests, etc. Moreover, who has the final say - instructor ? dean ? Is there a role for ombudsmen ?
3. Who should enforce final examination policies ?
4. A two-hour examination period may be insufficient to permit some students to check and revise their answers.

DISALLOW

DEAN →

DEAN →

FIND 2 HRS SUFFICIENT.

HAVE FOR UNIV. POLICIES

<sup>1</sup>The members of the Academic Standards Committee are Anthony Allegro, Will Betsch (co-chair), Jane Connolly, Michael Connolly, Tom Herbert, Marion Jefferson, Dennis Kam, James Oster, and Howard Pospesel (co-chair). This report was written by James Oster.

5. Currently, a student may have only ten minutes between examinations.

SCOPE OF INVESTIGATION BY ASC:

1. Interview of Dr. Biggers (University registrar). Dr. Biggers also attended three of the committee meetings.
2. Telephone survey of 23 universities (see Appendix).

RECOMMENDATIONS:

1. The following statement of policy shall be published in the Undergraduate Bulletin and the Schedule of Classes:<sup>2</sup>

YES a. Final examinations may not be given during a regularly-scheduled class period.

b. No examinations shall be permitted during the reading period or on the last day of class.

YES The reading period should be sacrosanct, and the very last day of class is too close to the final examination period to be used for testing. VERY WORD

YES c. Final examinations may be rescheduled only with the permission of the dean. DISCUSSION REQUIRED HERE.

d. No student shall be required to take more than two final examinations during any calendar day. A student having three or more final examinations scheduled during a calendar day may (if the student wishes) request the instructor of the course with the smallest enrollment to arrange a separate examination. THIS DEFIES C. ABOVE.

The special arrangements will be spread more equitably among the faculty if the course involving the smallest number of students is chosen.

TO DEAN. e. A student who has a conflict between a final examination and a religious observance may request redress. OF DEAN.

f. For the resolution of any problem pertaining to final

<sup>2</sup>Only the material printed in boldface will appear in the Bulletin and the Schedule of Classes.

OR -  
BUT AS  
INSTRUCTOR!  
I DON'T WANT  
THE F.E. SCHED.



THEN TO O.

this has been taken so to what is to eliminate his has 3

examinations, 2 students should first consult their instructor. If this does not suffice, the student should contact the Examination Ombudsman at 284-2294.

It is critical that the students know how to address problems. Dr. Biggers is willing to have his office serve as a clearinghouse to channel problems into the existing advisory network.

OK  
BUT -  
I'D RATHER  
IT GO FROM  
INSTRUCTOR TO  
DO NOT CHAIR  
COR DEAN

2. If the examination ombudsman cannot resolve an issue, it shall be referred to the appropriate dean.

3. The dean of each school or college shall be responsible for strict enforcement of these policies. CAN IS MAKE A DEAN RESPONSIBLE IF E.O. CAN

An individual with the stature of the dean must be available to both enforce the regulations and settle disputes. OVER RIDE

YES  
NOT AN E.O.

4. The reading period shall include at least three weekdays.

A sacrosanct period including three weekdays (not necessarily in succession) will ensure students at least four free days (including a Sunday) to prepare for final examinations.

0/2

5. A two-and-one-half hour period shall be allocated for each final examination.

Perhaps it would be better to allocate three hours for examinations, but this would greatly complicate scheduling and require extension of the examination period. Allocating 2 1/2 hours does not imply that the actual test material is to be expanded from that now used for our two-hour examinations, but, rather, that the students have more time to consider and reconsider their answers.

OK  
IF SCHED.  
DOES NOT  
HAVE TO BE  
EXPANDED -

6. The duration of the examination period should not exceed seven examination days.

YES

7. The minimal time between final examination<sup>s</sup> shall be 30 minutes.

10 OR  
15 SEEMS  
OK TO ME

It is unfair for a student to have to rush immediately from one exam to another. why?

An example of how recommendations five through seven could be accommodated would be a schedule using blocks for group exams, but not for double-letter courses, with the first examination beginning at 8:00 a.m. and the last one ending at 10:30 p.m. (for night classes). If two-and-one-half hours are allocated for each test, and thirty minutes are provided between tests, the examination period would be completed in six days (five blocks per day).

- 8. The final examination schedule shall be published in the Schedule of Classes.

YES

We believe that the advantages to students of knowing their examination schedules before registration outweigh the disadvantages (e.g., reduced ability to use computer modeling to reduce the number of examination conflicts).

OUR CURRENT  
SYS IS TOO MUCH  
ANXIETY  
MANY  
DIV. REQUESTS  
TO CHANGE  
TIMES

D. Vance  
COMMUNICATION  
X 2265



A handwritten signature in dark ink, appearing to be "JLA", written in a cursive style.

October 24, 1988

James L. Ash, Jr.  
Vice Provost

To: University Ombudsmen  
Associate Deans with Undergraduate Programs

From: James L. Ash, Jr. Handwritten initials, possibly "JA", written in dark ink.

Subject: Final Exam Scheduling Conflicts

The Office of Enrollment Services has issued a revised Final Exam Schedule for fall 1988. The schedule reduces the number of students potentially with three or more finals in a single day from 1496 to 376. We have estimated the actual number of such cases to be between 100 and 200. It is the students' responsibility to try to resolve such matters, if they wish, by requesting that professors allow a rescheduled makeup exam. For this semester, students will not be guaranteed the right to have such exams rescheduled, but the vast majority of such cases will doubtless be resolved by direct student-to-professor negotiation. If necessary, we will consider setting up a central administrative mechanism in the spring to deal with the possibility of cases where direct negotiations fail to produce a solution. For the present semester, however, we will "gut it out," hoping that the number of unresolvable cases is small. This solution has been explained to leaders of Student Government and they agree.

We have had several objections from Jewish students to the fact that final examinations are scheduled on Saturday. (Both the original and the revised schedule call for Saturday exams.) If these cases come to your attention, please try to resolve them sensitively.

The decision to make life easier for 1,000 students by revising the exam schedule is not without price. Some members of our community are going to be inconvenienced. We will need everyone's goodwill and cooperation to get through the tensions of final exams successfully. Good luck.

JLA:sk

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It was *moved* by Professor Yacoub, and seconded, to accept the Committee's report with thanks and to forward it to the Faculty Senate. The *motion was unanimously approved*.

#### Relationship Between Academic Qualifications and Teaching Levels

Professor Seiler presented instances where some faculty members are teaching graduate level courses without having achieved their own advanced degrees. It was *moved* by Professor Neider, seconded by Professor Awad, to appoint an ad hoc committee to review the terminal qualifications of teaching staffs in all the schools. The *motion carried*.

#### Report of the Ad Hoc Committee on Admissions - Retention

Professor Linda Neider, Chair of the Ad Hoc Committee on Admissions - Retention, presented the committee's report. She reviewed the committee's charge to determine any admission indices which might predict attrition levels later. Dr. Neider explained the various charts and tables attached to the report and cited attrition figures. She stated that exit surveys indicated a variety of reasons for students leaving the University, including a much different environment from their expectations. The Freshman Institute has been designed to assist the weaker students in improving their reading and quantitative skills. It was *moved*, and seconded, that the Council recommend to the Senate that the Freshman Institute submit a charter which would include a faculty oversight committee to monitor the curriculum of the Institute. The *motion carried*. Dr. Clasby suggested that the financial aid policy be re-examined since the majority of students attending the University are dependent on adequate aid. The Vice Provost indicated that statistics show an increase in the rates of freshmen returning for the sophomore year and an increase in this year's freshman class.

Dr. Clasby suggested that the Council meet with the Senate's Budget Committee to develop principles to be adopted and a consensus of the recommendations. Following discussion, November 19 was set as a tentative date for a Senate retreat to discuss resource allocation. It was *moved* by Dr. Swan, seconded by Dr. Dreyer, to extend the Council's appreciation to the committee for its report.

#### Matters from the Floor

The Chairman reported that the Administration is considering making changes in the final examination schedule because of the number of students having multiple exams. He also mentioned that the Administration, without consultation with the Council, is planning to leave an open time slot in the Tuesday, Thursday schedule for the purpose of allowing time for groups to meet.