



MEMORANDUM

TO: President Edward T. Foote, II

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

DATE: October 11, 1990

SUBJECT: Faculty Senate Legislation #90001(B) -
Amendment to Faculty Senate Legislation #88017(B) -
(Final Examination Policy)

The Faculty Senate, at its meeting of October 8, voted to approve Faculty Senate Legislation #90001(B) - Amendment to Faculty Senate Legislation #88017(B) - Final Examination Policy. The text of the legislation is as follows:

"The reading period following the last day of classes shall include at least three weekdays, or at least two weekdays plus two weekend days."

This legislation is now forwarded to you for your action.

GCA/b

cc: Provost Luis Glaser



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

CAPSULE: Faculty Senate Legislation #90001 (B) - Amendment to Faculty Senate Legislation #88017(B) - (Final Examination Policy)

RESPONSE BY THE PRESIDENT:

DATE: 10/12/9

APPROVED: [Signature]

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

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.

Proposed Master of Arts in Liberal Studies

Dean David Wilson, College of Arts and Sciences, presented the proposed Master of Arts in Liberal Studies program. He explained that the proposal would extend the liberal arts undergraduate component into a terminal degree. The Dean mentioned two reasons for having such a program: 1) community enrichment; and 2) enrichment of faculty teaching experiences. In response to a question, he stated that the individuals entering this program would be expected to have a G.P.A. of 3.0 or above. The Dean emphasized that he wants the program to eventually produce enough revenue to enable the recruitment of full-time faculty. As is customary, the proposal must include such things as library holdings and a proposed budget. It was suggested that the program must have a commitment from the Provost before the review committee can report to the Council. There was discussion on whether or not the program needed to be more focused. The Dean stated that the College of Arts and Sciences will handle the total academic side of the program and the School of Continuing Studies will do the administrative paperwork, advertising and promoting of the program. The Graduate School and the outside reviewers have recommended approval of the proposed program. It was *moved* and seconded that the Chairman appoint a committee to review the program. The *motion carried*. Professors Awad, Eckstein and Wilson volunteered to review the program with Professor Wilson acting as the chairman.

Academic Standards Recommendation on Final Exams

The Chairman explained the proposed change in the readings days prior to final examinations as recommended by the Academic Standards Committee. It was *moved* and seconded to approve the proposal. The *motion carried*.

Faculty Senate Retreat

The Chairman informed the Council about recent discussions he and Professor Brass had with President Foote regarding the questionnaire to be used for gathering information as a basis for the Retreat agenda. The President agreed to co-sponsor a more scientific survey designed by a committee of experts rather than one primarily focused on faculty morale. Several Council members expressed a desire to distribute a modified version of the present draft. It was agreed that Professor Steinfatt and other experts would prepare another draft, present it to the drafting committee and to the Council for its review at a special meeting prior to the Senate meeting with the President on September 24.

Matters from the Floor

Professor Knoblock brought to the Council an additional idea for the Faculty to honor the McLamore name on the occasion of Mr. McLamore's retirement as Chairman of the Board of Trustees from 1980-1990. After discussion, it was agreed that the Chairman would speak with the President regarding the appropriateness of the suggestion.

POLICY STATEMENT WITH REFERENCE TO RELIGIOUS HOLY DAYS

The University of Miami, although a secular institution, has always sought to acknowledge and accommodate those employees and students who wish to observe religious holy days. It seeks to reflect its awareness and sensitivity to religious holidays whenever possible when scheduling University activities.

- a. For employees, the University annually provides two "floating holidays" which may be taken without loss of pay whenever the employee deems it necessary. A principal reason for providing these two days was to allow employees to practice their religious beliefs. Additional religious holidays may be taken as part of earned vacation time or as a leave of absence without pay.
- b. A faculty member who wishes to observe a religious holy day shall make arrangements to have another instructor conduct the class in his/her absence, if possible.
- c. For students, the University has a liberal attendance policy in effect in most courses which permits a student to be absent from any classes whenever he/she chooses. Because there are some classes and other University functions where attendance may be considered essential, the following policy is promulgated:
 1. Each student shall, upon notifying his/her instructor, be excused from class to observe a religious holy day of his/her faith.
 2. While the student will be held responsible for the material covered in his/her absence, each student shall be permitted a reasonable amount of time to make up any work missed.
 3. No major test, major class event, or major University activity will be scheduled on a major religious holy day.
 4. Professors and University administrators shall in no way penalize students who are absent from academic or social activities because of religious observances.

#75002 -- Passed by the Faculty Senate April 7, 1975
Approved by President Stanford April 28, 1975

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9/6/88