



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

Date: April 21, 2011

Subject: Faculty Senate Legislation #2010-18(B) – Amend the (Undergraduate) Final Examination Policy in the Faculty Manual

On April 20, 2011, the Senate voted unanimously to amend the Final Examination Policy in the Faculty Manual as shown.

The current version with proposed changes underlined, followed by a clean version with the changes accepted:

UNDERGRADUATE FINAL EXAMINATION POLICY

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

No examination 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~~ in a twenty-four hour period. A student having three or more final examinations scheduled during ~~one day~~ a twenty-four hour period may request the instructor of the course most easily rescheduled (normally 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 observation 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~~ a student should ~~first~~ consult with the following entities or persons in this order: their the relevant instructor, the department chair, the Dean or designee. If the matter cannot be resolved at the school or college, the student should contact the ~~Ombudsperson~~ Office of the Provost.

Clean version:

UNDERGRADUATE FINAL EXAMINATION POLICY

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

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No student shall be required to take more than two final examinations in a twenty-four hour period. A student having three or more final examinations scheduled during a twenty-four hour period may request the instructor of the course most easily rescheduled (normally 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 observation 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, a student should consult with the following entities or persons in this order: the relevant instructor, the department chair, the Dean or designee. If the matter cannot be resolved at the school or college, the student should contact the Office of the Provost.

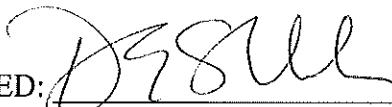
This legislation is now forwarded to you for your action.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
William S. Green, Senior Vice Provost and Dean of Undergraduate Education
Jane Connolly, Professor, Department of Modern Languages and Literatures; presenter
and member, ad hoc committee

CAPSULE: Faculty Senate Legislation #2010-18(B) – Amend the (Undergraduate) Final Examination Policy in the Faculty Manual

PRESIDENT'S RESPONSE

APPROVED:  DATE: 4/21/11
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: SENATE OFFICE

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____