

Transmission of PROPOSAL to Senate Report

<b>Background Information for Proposal</b>	
<i>Agenda Item Name:</i>	<b>Finals Week and Assignments</b>
<i>Rationale for proposal:</i>	Background: The Senate Council discussed the matter of assignments being made due during finals week. The SC office's initial assumption was that the SC would recommend the SREC draft language to prohibit assignments being due during finals week. However, discussion during the meeting made it clear that not all members supported prohibiting assignments from being due during finals week. The SC voted to send the issue to the SAASC, to supply a formal recommendation. SAASC discussed the issue and recommend that no homework assignments should be due during Finals week.
<i>General description and type of proposal:</i>	Campuswide policies (including SR changes) Change
<i>Reviewing body and chair:</i>	Admissions and Academic Standards (SAASC) Leslie Vincent,
<i>Proposer's name and affiliation:</i>	Leslie Vincent SAASC Chair
<i>Committee Would Like:</i>	
<i>Involve Senate Rules change?</i>	Yes

<b>Additional Information Below (not applicable for every proposal)</b>			
<i>Voting Info:</i>	<u>In favor</u>	<u>Opposed</u>	<u>Abstained</u>
	4	0	0
<i>If applicable, which SR section is being changed?</i>	["Section 5 - Attending the University "]		
<i>Requested effective date:</i>	Fall 2023		
<i>Written report:</i>	No		

### **5.2.5.7 Final Examinations Finals Week**

#### **5.2.5.7.1 Scheduling of exams by the Registrar**

The Registrar shall schedule two-hour periods for final examinations for courses offered during the fall and spring semesters (known as “Finals Week”). The faculties of colleges that have Senate approval for their own special calendars may instruct the Registrar to schedule final examination periods of a different length. The Registrar shall schedule spring and fall semester final examination periods during the last Monday through Thursday of the semester. The last Friday of the semester will be set aside for final examinations rescheduled in accordance with 5.2.5.7.5.25.2.5.7.4.2

For the fall and spring semesters only, the examination period shall be immediately preceded by two study days (i.e. “Reading Days”) and a weekend during which no required interactions will be scheduled other than final examinations for weekend classes, which shall be administered during this weekend. [US: 4/9/2001; 10/10/11; 2/8/2021]

The Registrar shall schedule final examinations for courses offered during the summer session and winter intersession for the time of the last scheduled class period. [US: 10/11/11]

#### **5.2.5.7.2 Assignments During Finals Week**

Instructors are not permitted to assign homework during Finals Week, nor are they permitted to make any homework assignments due during Finals Week. However, instructors may collect make-up homework during Finals Week if the affected student agrees to it. [US: DATE]

#### **5.2.5.7.25.2.5.7.3 Administering final examinations during the assigned time**

If an instructor is administering a final examination, and the instructor is requiring students to take the exam in a particular place at a particular time, then they must administer the exam during the examination period scheduled by the Registrar. [US: 10/10/11]

An instructor may allow students less than the full period scheduled by the Registrar to complete the final examination, but the instructor must inform the students at least two weeks before the start of the examination how much time they will have to complete the examination (one week in advance for winter intersession and summer session). [US: 10/10/11]

#### **5.2.5.7.35.2.5.7.4 Take-home final examinations**

In cases of take-home final examinations, students shall not be required to return the completed examination before the end of the regularly scheduled examination period. [US: 4/28/86; 10/10/11]

#### **5.2.5.7.45.2.5.7.5 Administering final examinations during a time other than the assigned time**

Final examinations may be given at times other than the regularly scheduled time in the following instances.

**5.2.5.7.4.15.2.5.7.5.1 Conflicts affecting faculty**

In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chair of the department and with the concurrence of the dean of the college. For situations in which both the course and Instructor of Record are homed outside of a college, the concurrence shall be sought from the officer appointed by the Provost, with approval of the Senate, to act as the responsible Dean of the course. [US: 4/28/86; 5/2/2022]

**5.2.5.7.4.25.2.5.7.5.2 Conflicts affecting students**

Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest course number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or their designee at least two weeks prior to the last class meeting. [US: 4/28/86; 4/11/2022]

If a conflict is created by rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the final examination period. [US: 4/28/86]

Any student whose name is on the approved degree list who has a conflict between a final exam scheduled by the Registrar and a University-sanctioned commencement ceremony may reschedule their final examination for another time, agreed to by the Instructor of Record, during the final examination period. The notice to reschedule must be given to the class instructor no later than two weeks prior to the scheduled examination. [US: 9/15/2015]

In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

- \* The SREC interprets that the 'more than two final exams in one day/reschedule' provisions of SR 5.2.5.7 apply only to courses for which the Registrar has published a schedule for the final examination, including distance learning courses for which the Registrar has published a final exam schedule. The provisions do not apply, for example, when students have three final exams in one day at the eight-week point of a regular semester. [SREC: 3/15/2012]

**5.2.5.8 Final Examinations Scheduled for the Same Time**

A student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the higher course number rescheduled. In case both classes have the same number, the one whose departmental prefix is alphabetically first will be rescheduled. This rescheduling must be requested of the appropriate instructor in writing at least two weeks prior to the scheduled examination. [US: 4/14/80; 10/11/93; 4/11/2022]



| **9.12 FINAL EXAMINATION PERIOD****FINALS WEEK**

| For spring and fall semester, the period during the last Monday through Thursday of the semester, ~~that~~ which is immediately preceded by two study days (i.e. "Reading Days") and a weekend (see SR 5.2.5.7.1)