October 31, 2007

Dr. Doris Carroll  
Chair, Faculty Senate Academic Affairs Committee  
Dept. of Counseling and Educational Psychology  
Bluemont Hall  
CAMPUS

Dear Dr. Carroll:

Last fall Senator Elizabeth Dodd contacted the Committee on Academic Policy and Procedures (CAPP) on behalf of faculty who expressed concerns about the semester examination schedule for courses that begin before 5:00 p.m. and meet only once a week. Semester examinations for these courses are scheduled on the last class meeting day prior to semester examination week, which eliminates one week of instructional time and contradicts the statement in the University Handbook that “No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations.”

In response to these concerns, CAPP studied alternatives for scheduling semester examinations for these courses during semester examination week. Our goal was to identify an examination schedule that would cause the fewest scheduling conflicts for students, faculty and classrooms.

CAPP has proposed two possible revisions. One was considered by Faculty Senate and returned to the committee as unacceptable (FS, May 2007). One was rescinded after more thorough analysis brought to light the extent of potential scheduling conflicts of the proposal (CAPP, October 2007).

On October 10, 2007, CAPP again considered alternatives and voted to send forward the following policy revision for consideration.

Exams for courses that begin before 5:00 p.m. and meet only once weekly will be scheduled according to the regular examination schedule.

If adopted, a policy for resolution of exam room conflicts and exam time conflicts also will be required.

We recognize that this alternative may cause scheduling conflicts for students, faculty and classrooms, but assume that the conflicts can be managed.

▶ Classes may expect to use the same classroom at the same time – e.g., different once-weekly day classes may be scheduled in the same classroom on Monday, Wednesday, and Friday, or on Tuesday and Thursday. In the case of conflicting exams, faculty or departmental schedulers may be required to schedule a different classroom for the exam, as is required for evening courses and group examinations. We suggest that conflicts be
resolved using a policy similar to the one for resolution of more than two exams in 24 clock-hours – the higher numbered course will schedule a different classroom for the exam. It is imperative that classroom conflicts be identified, resolved and communicated to students well in advance of semester exam week.

► Students and faculty may have exam time conflicts if they have more than one once-weekly day class at the same time on different days – e.g., a 2:30-5:20 class on Monday and a different 2:30-5:20 class on Wednesday or Friday. Student conflicts can be resolved by adapting the policy for resolution of more than two exams in 24 clock-hours to include conflicting exam times. Faculty conflicts may require engaging an exam proctor.

The enclosed pages show how the “Semester Final Examination Schedule” information in the Class Schedule and Section F71 in the University Handbook could be modified to accommodate the proposed change.

Please contact me if the Academic Affairs Committee has questions about this proposal.

Sincerely,

Karen T. Pence
Senior Assistant Dean

Copy: Kevin Donnelly, CAPP chair

Enclosures: Proposed changes to Semester Final Examination Schedule
Proposed revision of Section F71 in University Handbook