

Quizzes, Tests and Exams Scheduled Outside Of Regular Class Times (ORCs)

1. An “ORC” is a scheduled written quiz, test, or exam that is associated with a course and occurs during the semester at an approved day and/or time different from when the course meets.
2. Course Qualifications
 - a. The use of ORCs is restricted to courses with large enrollments, multiple sections needing to complete an exam at a common time, or the need for access to special classrooms.
 - b. A course considered for ORC status can qualify by having a minimum of 100 students enrolled in one section or a combination of sections. If a course has never been offered before, the department head must confirm that the enrollment capacity of the course will be set to at least 100 students. If a course is being considered for renewal of ORC status, then the department head must provide evidence that during the past three years at least 100 students enrolled in the section or combined sections whenever the course was offered.
 - c. The need for specialized classrooms, such as computer labs or laboratory space, that are not available at the regular class time, may also qualify courses for the use of ORCs. Other special needs exceptions can be considered on a case-by-case basis. (The department head is responsible for the verification of these needs.)
3. Required Procedures
 - a. A course may have more than one scheduled ORC during a semester.
 - b. ORCs may be scheduled for more than one 50-minute period but must begin at an approved standard class meeting time.
 - c. The day of the week and the time of ORCs must be included in the Semester Course Schedule use for enrollment. The specific dates for the exams must then be listed in the course syllabus distributed at the beginning of the semester.

ORCs that are listed under separate reference numbers in the Semester Course Schedule will have rooms assigned to them if General Use Classroom space is requested. Department heads or department schedulers are responsible for releasing those rooms on the days on which no exams are scheduled. Department heads or department schedulers are responsible for reserving rooms for ORCs that are not listed under separate reference numbers in the Semester Course Schedule.
4. Approval Procedures
 - a. The Department head should complete a Request for ORC Form and submit it to the Committee on Academic Policies and Procedures (CAPP) by October 1 for a summer or fall offering and by May 1 for a spring offering.
 - b. CAPP will review (approve or deny) the ORC request at the October or May CAPP meeting. If the request is approved, the CAPP chairperson will inform the

department head and the Enrollment Services Office so that the day and time can be included in the Semester Course Schedule.

- c. Approval can be granted for a maximum of three years, at which point CAPP will review the need for continued approval of the ORCs.
5. This policy applies only to undergraduate classes (course numbers below 800). It will take effect for the Spring 2004 semester.