

Subject: Recommendation on Scheduling and Schedule Information for Final Exams

Date: Approved by the University Senate – March 27, 2019

The University Senate Recommends that decisive action be taken by the Administration so that final exams can be scheduled for all course sections, at the latest, by Census Day, in each of the Fall and Spring semesters. Specifically, the Senate recommends the implementation of a Uniform Weekly Schedule, as described below.

Background and Rationale

A review of experiences reported by students and faculty regarding the scheduling of final exams highlighted a number of hitches, including: no exam slot scheduled at all; following the exam schedule grid, Department Staff could end up with final exams for up to three courses scheduled for the same room at the same time; requests to the Office of Registrar for confirmation of final-exam scheduling sometimes resulted in guidance from the Registrars Office that did not follow the published scheduling guidelines. Instructors have reported showing up to their scheduled room for the exam on their day and time, only to find another course and exam in progress. There has been a lack of communication in the scheduling of final exams for Hybrid courses.

The members of the University Senate appreciate the shortage of available rooms on campus, as well as the possibility that, with the University's current systems, a student might register for courses that are assigned the same final-exam period. However, the final-exam period assigned to each course section constitutes part of the required in-class time. Hence, instructors and students need clear and timely information on the time, date and location of final-exam periods for their courses.

Uniform Weekly Schedule (No Change in Schedule for Final Exams)

The weekly class-meeting schedule for the Fall and Spring Semesters should be uniform throughout the semester, except for recess periods (e.g., Spring Break and Good Friday), with no distinct schedule for the final week of the semester (previously, the final-exam period). The start and end dates of each semester would be set so that there are the requisite number of course meetings to satisfy the requirements of State and Federal regulations, as well as University standards, regarding to number of contact-hours for each class-meeting time slot.