

12-11-1978

Policy on Examination at the End of Semester

The College at Brockport, College Senate

Follow this and additional works at: https://digitalcommons.brockport.edu/senate_resolutions



Part of the [Higher Education Commons](#)

Repository Citation

The College at Brockport, College Senate, "Policy on Examination at the End of Semester" (1978). *College Senate Resolutions*. 456.
https://digitalcommons.brockport.edu/senate_resolutions/456

This Resolution is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in College Senate Resolutions by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu.

R Routing #24 78-79 '9 Resolution #12 Addition to Final Examination Policy
1978-1979

TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE Meeting on April 30, 1979
(Date)
RE: XX I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)
SUBJECT: Addition to Final Examination Policy

Add the following sentence by asterisk to number 2 of the Final Examination Policy. The statement should appear at the bottom of page 1.

*Instruction time (excluding registration and final examinations) cannot be shortened from that designated by the Academic Calendar without written approval from the appropriate administrative officer.

Signed [Signature] Date Sent 5/2/79
(For the Senate)
Charles Jenkins, President, Faculty Senate.

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION
a. Accepted. Effective Date May 24, 1979
b. Deferred for discussion with the Faculty Senate on _____
c. Unacceptable for the reasons contained in the attached explanation
II., III. a. Received and acknowledged
b. Comment: also approves Resolution # 15

DISTRIBUTION: Vice Presidents: Juris, Burke, Miller, Smith, Mc
Others as identified: Faculty Senate.

Distribution Date: _____
Signed: [Signature]
(President of the College)

Date Received by the Senate: 3/1/79

Routing #15 78-79 3-79

Policy on Examination at the End of Semester

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on 12/11/78
(Date)

RE: XX I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: Policy on Examination at the End of Semester

(See attached)

Signed _____ Date Sent 12/12/78
(For the Senate)

..... Charles Jenkins, President, Faculty Senate .

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- (a) Accepted. Effective Date May 24, 1979 (See Res 7 24 for addition)
- (b) Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

- II., III. a. Received and acknowledged
- b. Comment:

DISTRIBUTION: Vice Presidents: Return to Fac Senate

Others as identified:

Distribution Date: _____

Signed: AWB AWB
(President of the College) 5/24/79

Date Received by the Senate: Dec. 17, 1978
June 4, 1979

12/14/78

STATE UNIVERSITY COLLEGE
Brockport, New York

Faculty Senate
319 Administration Bldg.

Resolution #15, 1978-79
Meeting date: 12/11/78

Policy on Examination at the End of Semester

1. Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examinations (whether of the comprehensive "final" type or of the "last unit" type), subject to departmental regulation. Specifically, he or she may determine that some other form of evaluation is more appropriate.
2. All end-of-the-semester examinations of the comprehensive "final" or "last unit" type shall be given during the period designated in the academic calendar for examinations according to a schedule published no later than mid-semester by the Registrar. *
3. Take-home examinations, term papers, and term projects may be scheduled with a due date during the last week of classes or during the examination period.
4. The periods designated for examinations shall be spread over a period of at least five days. Each examination period shall be two hours in length. There shall be at least 15 minutes (and if possible, 30 minutes) between examination periods.
 - a. Examinations for single section courses will be scheduled according to normal class meeting times, and places.
 - b. Multiple section courses having a common class meeting will be examined during the examination period assigned for the common meeting time.
 - c. Multiple section courses for which a single examination is required of all sections may be examined according to the meeting times of the several sections, or a request may be made for special scheduling at the time the course is requested to be listed in the class schedule. Five examination periods will be reserved for the scheduling of such multiple section courses. Preference will be given to courses with large enrollments.
5. The Registrar shall have the responsibility to permute the end-of-the-semester examination schedule so that no particular class meeting time is continually assigned to any one examination period.
6. Changes from the published schedule may be made only under extremely unusual circumstances, and with the approval of the appropriate Dean.

Resolution #15, 1978-79
Examination at End of Semester
page 2

Clearance for the physical arrangements will be made with the appropriate administrative officer. The instructor is obliged to notify his or her students of such re-scheduling at least three weeks prior to the examination.

- *7. Students with more than two examinations in one day or with more than one examination scheduled during the same time shall have the right to request re-scheduling. The scheduling difficulty must be verified by the appropriate administrative officer, after which the examination will be re-scheduled for a time mutually agreeable to the instructor and the student. At least one period on the last day of the end-of-the-semester examination period shall be reserved for the resolution of conflicts which cannot otherwise be resolved.

* Changes from previous policy.