12-11-1978

Policy on Examination at the End of Semester

The College at Brockport, College Senate
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 ____________________________  Date Sent 5/2/79
(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: M. Burke, W. Smith, W.
Others as identified: Faculty Senate

Distribution Date: ____________________________
Signed: ____________________________
(President of the College)

Date Received by the Senate: ________
Jun 4, 1979
TO:  PRESIDENT ALBERT W. BROWN
FROM:  THE FACULTY SENATE
RS:  XX
SUBJECT:  Policy on Examination at the End of Semester

(See attached)

TO:  THE FACULTY SENATE
FROM:  PRESIDENT ALBERT W. BROWN
RS:  I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION
   (2) Accepted. Effective Date: May 24, 1979 (or May 24, 1979)
   (c) Deferred for discussion with the Faculty Senate on

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

DISTRIBUTION: Vice Presidents

Others as identified:

Distribution Date:

Signed:  [Signature]

Date Received by the Senate:  Dec. 19, 1978

Date:  2/4/78

(For the Senate) Date Sent:  12/13/78

Charles Jenkins, President, Faculty Senate

[Signature]

[Signature] (President of the college)

[Signature] (President of the college)
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.
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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.