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College Senate Resolutions

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11-27-1989

## Final / Last Unit Exams

The College at Brockport, College Senate

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Resolution 5 1989-90

Faculty Senate  
Campus

TO: President John E. Van de Wetering  
FROM: The Faculty Senate Meeting on 11-27-89  
(Date)  
RE: X I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the fitness of)  
III. Other (Notice, Request, Report, etc.)

FACULTY SENATE  
BROCKPORT, NY 14420

DEC 19 1989

SUNY  
COLLEGE AT BROCKPORT  
RECEIVED

SUBJECT: Final/Last Unit Exams

Signed [Signature] Date Sent 12-06-89  
(For the Senate)

TO: The Faculty Senate  
FROM: President John E. Van de Wetering  
RE: I. Decision and Action Taken on Formal Resolution  
a. Accepted. Effective Date Spring '90  
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: See Attached  
\_\_\_\_\_  
\_\_\_\_\_

Distribution Date 12/11/89 Signed: [Signature]  
(President of the College)

RESOLUTION  
on  
FINAL/LAST UNIT EXAMS  
from  
UNDERGRADUATE STUDENT POLICIES COMMITTEE

WHEREAS the current wording of Faculty Senate Resolution #15  
1978-79, is ambiguous,

THEREFORE BE IT RESOLVED that the appropriate interpretation  
of the Senate Resolution #15, 1978-79 be that there  
shall be no "final" or "last unit" exams given  
during the week prior to the final examination  
period, and that such exams, when necessary to the  
course, shall be given during that designated  
examination period.

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.

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.