Exam Policy

The College at Brockport, College Senate

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Resolution # 13
2008-2009
College Senate

New Resolution: Yes
Supercedes Res #: MAR 5, 2009

The College at Brockport
Office of the President

TO: Dr. John R. Halstead, College President
FROM: The College Senate: March 2, 2009
RE: Exam Policy (No. 13 08-09 SP)


The College at Brockport
Office of the President

DATE: 3/14/09

(Tamara T. Roes, 2008-09 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: T.M. Rao, The College Senate President
FROM: John R. Halstead, College President

RE: Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted - Implementation Effective Date: Immediately
   b. Deferred for discussion with the Faculty Senate on ___ / ___ / ___
   c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI
   a. Received and acknowledged ___ / ___ / ___
   b. Comment:

(Signed: Dr. John R. Halstead, President, SUNY College at Brockport)

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2008-2009-13_res.doc
**PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

**BRIEF DESCRIPTION OF PROPOSAL:**
Exception for courses that do not have the traditional meeting schedule such as telecourses and any other course that does not meet the full semester.

**HOW WILL THIS EFFECT TRANSFER STUDENTS:**

**ANTICIPATED EFFECTIVE DATE:**

**SUBMISSION & REVISION DATES:** Please put a date on all updated documents to avoid confusion.

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<td>11/24/08</td>
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**SUBMITTED BY:** (contact person)

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<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Peter Dowe</td>
<td>Registration &amp; Records</td>
<td><a href="mailto:pdowe@brockport.edu">pdowe@brockport.edu</a></td>
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**COMMITTEES TO COPY:** (Senate office use only)

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* follow special Gen Ed procedures for submission of General Education proposals at "How to Submit Proposals" on our Website.
T.M.

I think that we have a hole in the examination policy because we some of the courses that we offer meet alternating weeks (Telecourses) and quite often one section’s meeting location is on campus while the other section’s location is off campus. Since the instructor cannot be in two places at the same time the only “legitimate” way around this is to offer one exam and require students to either travel to the off campus location or on-campus location to take the exam.

I am wondering if we need to write into the policy an exception for courses that do not have the traditional meeting schedule such as telecourses and any other course that does not meet the full semester.

Peter

Examination Policy

Faculty members have the right and the responsibility to determine the form and content of endof-the-semester examinations, subject to various departmental regulations. In some instances these examinations are comprehensive “final” types, and in others they will cover only the last unit of the course. In any case, the nature of the evaluation is the responsibility of the instructor.

Whether the end-of-the-semester examination is comprehensive or last unit in nature, the College requires that it be administered at a specific time during the period established for final examinations, and that the schedule for such exams be published by the Office of Registration and Records no later than mid-semester. While the general rule to be followed is that no major examinations are to be given during the last week of classes, exceptions are made for short quizzes and skills courses. There is one more exception

Exceptions to this policy are: (1) if your instructor elects a take-home examination, s/he may establish a due date either during the last week of classes or during the following final examination period and (2) with the School Dean’s permission, courses that do not have a traditional meeting schedule (such as telecourses) and any other course that does not meet the full semester.

College policy dictates that final examination periods shall be two hours in length, and that there be at least 15 minutes and, if possible, 30 minutes between examination periods. Students sometimes find that they are scheduled for more than two examinations on one day during the final examination period, or they may have two examinations scheduled for the same time period. When this happens, the student may request rescheduling of one of the examinations. The student should attempt to work this out in a mutually agreeable way with her/his course instructors. If the student is unable to resolve the problem, the provost or her/his designee will make a decision on which examination the student will be allowed to take on another day.
Recognizing that rescheduling may require some time to arrange, it is recommended that the student resolve these conflicts several weeks before the beginning of the final examination period. If the instructor wishes to move the final examination for her/his entire class to accommodate a number of scheduling conflicts, it is recommended that this be announced as early as possible so that students can plan accordingly. The last period on the last day of finals is reserved for examinations that could not be taken at an earlier time. If moving the examination for an entire class becomes necessary due to time conflicts between two classes, the class with the fewest students will be requested to move.