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3-2-2009

Exam Policy

The College at Brockport, College Senate

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The College at
BROCKPORT
 STATE UNIVERSITY OF NEW YORK
 College Senate
 350 New Campus Drive
 Brockport, NY 14420-2925

Resolution # 13
 2008-2009
 College Senate

New Resolution: Yes
 Supersedes Res #:

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *March 2, 2009*

- RE: → I. Formal Resolution (*Act of Determination*)
 II. Recommendation (*Urging the Fitness of*)
 III. Other, For Your Information (*Notice, Request, Report, etc.*)

MAR 5 2009
 The College at Brockport
 Office of the President

SUBJ: **Exam Policy** (#28 08-09 SP)

Signed: *Thambirahalli M. Rao* Date: *3/4/09*
 (*Thambirahalli M. Rao, 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: → I. 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: *J. R. Halstead* Date: *3/23/09*
 (*Dr. John R. Halstead, President, SUNY College at Brockport*)

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COLLEGE SENATE COPIES: Originator, College Senate Website, Other: _____

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

Routing Number <i>Routing # assigned by Senate Office</i>	#28 08-09 SP <i>Use routing number and title in all reference to this proposal.</i>
Replaces Resolution	#

DEADLINE FOR SUBMISSIONS: FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted electronically as one document.

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (collegesenate/proposal.html)
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facpres@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, i.e. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Exam Policy

2. **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.

3. **HOW WILL THIS EFFECT TRANSFER STUDENTS:**

4. **ANTICIPATED EFFECTIVE DATE:**

Immediately

4. **SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
11/24/08	2/11/09		

5. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Peter Dowe	Registration & Records		pdowe@brockport.edu

6. **COMMITTEES TO COPY: (Senate office use only)**

Standing Committee	Forwarded For Approval To	Dates
<input type="checkbox"/> Enrollment Planning & Policies	Committee for approval	12/1/08
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	12/1/08, 2/9/09
<input type="checkbox"/> General Education & Curriculum Policies *	GED to Vice Provost	na
<input type="checkbox"/> Graduate Curriculum & Policies	Senate	2/16/09
<input checked="" type="checkbox"/> Student Policies	College President	3/4/09
<input type="checkbox"/> Undergraduate Curriculum & Policies	OTHER	
REJECTED -WITHDRAWN		

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

NOTES:

Date: Mon, 24 Nov 2008 11:51:31 -0500

2 of 55

2 Go to

From: Peter Dowe <pdowe@brockport.edu>

Subject: Final Exam Policy Issue

To: Faculty Senate Office <senate@brockport.edu>

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 end-of-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.

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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.