

EXAM SCHEDULING

From the Handbook:

“A faculty member is encouraged to refrain from giving announced tests on the last three days prior to the first day of final examinations, since it is generally recognized that tests given during this period may interfere with student preparation for final examinations.”

From the preface to the final exam schedule:

“Final examinations in laboratory courses will be administered during the last laboratory period. Final examinations in other subjects carrying fewer than three hours credit may be administered on the last lecture day or at the time designated in the examination schedule.”

Possible new language for the Handbook:

“Faculty members are strongly encouraged to refrain from giving regular semester exams in the last few days of classes or on reading days. Faculty members with undergraduate courses of 3 or more credit hours should not give a final exam during this time period, but instead should give the final exam during the regularly scheduled exam time. Final examinations in laboratory courses will be administered during the last laboratory period. Final examinations in other subjects carrying fewer than three hours credit may be administered on the last lecture day or at the time designated in the examination schedule. Faculty members should not give any examinations on a reading day, unless it is a rescheduled exam that cannot be given at any other time and both the student and the instructor agree to reschedule the exam on a reading day. (Rescheduled semester exams should be given no later than two weeks from the date of the scheduled examination.)”

REQUIREMENT TO GIVE FINALS

From the Handbook: “A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for final examination with approval of the department head, who will report his or her action to the dean and Provost. A faculty member not giving a final examination is to present to the class at the beginning of the semester a written description of the method by which final grades will be determined. . . . The professor teaching a 600-level course shall determine whether a formal final examination is appropriate.”