

Academic Standards & Calendar Committee

Report #2005-06--5

*Proposed Amendment to Section 8.51.16
of the University Manual*

Although procedures for obtaining exam waivers and reporting available rooms are currently in place, the compliance rate is very low. The Academic Standards and Calendar Committee recommends the addition of a final sentence to section 8.51.16. The intention is that it would improve the Office of Enrollment Service's awareness of room vacancies during final examination period.

The Academic Standards and Calendar Committee recommends that the Faculty Senate approve the following amendment to section 8.51.16 of the UNIVERSITY MANUAL (change is underlined):

8.51.16 All final examinations, with the exception of take-home examinations, shall be administered during the final examination period and in accordance with the final examination schedule prepared and distributed by the Office of Enrollment Services. A faculty member cannot change the date, time or place of a scheduled final examination without the approval of the Office of Enrollment Services. In courses where no final examination is to be administered, a faculty member cannot administer any other examination during the last five days that classes are in session; instead, he or she must administer that examination according to the final examination schedule. In courses where a faculty member wishes not to administer a final examination, or instead wishes to administer a take-home final examination, then that faculty member must seek a waiver from the original schedule through his/her department chairperson or immediate academic supervisor so that the Office of Enrollment Services is made aware of the room vacancy.