

**Approved by the Faculty Senate on December 3, 2014**

**Rationale for change to 4.2 (Proposal submitted by John Hyman, Director of the College Writing Program):** A question about final exams came up at my meetings with CWP faculty earlier this week. The policy regarding 3 exams in one day is sensible and well-intended. But in practice it puts a burden on students. Here's how it plays out: A student goes to a professor and explains that he has three exams. Professor X tells him that it's too hard to reschedule and that the student should simply ask one of the other professors. But the student either gets similar replies or he is -- for whatever reasons -- reluctant to approach the other professors. So the student just sucks it up --as it were -- and takes the three exams in one day. We would suggest, then, that the policy be tweaked to say that the student has the prerogative to change the schedule for the one of the three exams and that the teacher must accede to that request. Perhaps we could limit the possibilities to say that the re-scheduled exam must be taken within two days or something like that.

**Update for December Faculty Senate Meeting:** The undergraduate academic leaders in each of the schools and colleges have agreed to serve as the channel for students who have difficulty resolving a conflict in exam scheduling. The change proposed below allows for a resolution to be reached by the affected faculty members before imposing the rescheduled exam on the faculty member who has the lowest enrolled class.

**4.2 original form with marked up change:**

*4.2. Final Exam Policy*

Students are expected to take final exams at the times scheduled by the Office of the Registrar. Accommodations are made for students with excused absences and for students with documented disabilities. Students with two exams scheduled for the same time and students with three or more final exams on a given day should ~~notify their instructors who will resolve the conflict~~ submit a request to reschedule an exam to the undergraduate dean's office of their home unit. This request must be submitted via email no later than November 1 in the fall semester and April 1 in the spring semester. The administrator in the undergraduate dean's office will contact all faculty concerned to see if an accommodation can be reached. If that effort fails, the exam from the class with the lowest enrollment will be rescheduled. All rescheduled exams must occur during the final exam period. --Unexcused absences at final exams may result in a failure for the course or other substantial penalty. Students must follow any additional policies or procedures set by individual academic units.

**4.2 written in final approved form:**

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