

MEMORANDUM

TO: Amy Nielsen, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 26 September 2018

SUBJECT: Proposal to Revise Rules 80 and 81

At its meeting on September 15, 2018, AAC approved a proposal from the Provost's Office and the Registrar's Office to revise Rules 80 and 81, as noted in the highlighted text below.

The proposed revision stems from a few instances where the word "may" was interpreted as allowing more flexibility in the defined time blocks than was actually intended.

Additionally, AAC requested that the first paragraph in Rule 80 be amended for additional clarity

80. SCHEDULING ALL COMMON EXAMINATIONS

Instructors wishing to schedule examinations outside of normal class periods have two options: common examinations (Rule 80) and out-of-class examinations (Rule 81). Both of these options must yield priority to officially scheduled class meetings, including lectures, labs, and studios. For example, if a common examination is scheduled during a student's lab time in another course, the instructor **of the common examination** must accommodate the student by offering alternate examination times.

Common examinations may be requested for courses having an enrollment of at least two percent of the total student body or undergraduate courses with multiple lecture sections.

Up to four common examinations may be scheduled outside the official class meeting time each semester. Common examination periods **may must** be scheduled at the following time blocks:

Monday and Friday: 7:00 to 8:00 a.m.; 5:00 to 7:00 p.m.; and 7:00 to 9:00 p.m.

Tuesday, Wednesday, and Thursday: 7:00 to 8:00 a.m.; 6:00 to 8:00 p.m.; and 8:00 to 10:00 p.m.

One class period shall be omitted to compensate for each common examination given. A class period lost to Labor Day, Veterans Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day holiday(s), and/or any other class day omitted from the academic calendar may be counted toward this compensation for a common examination.

For prioritized scheduling, proposed common examination dates and times must be submitted to the Registrar's Office no later than April 1 for fall semesters and no later than October 1 for spring semesters. Common examination times will be confirmed no later than the Friday before priority registration for the future semester. Later requests for common examination dates will be accommodated through the first week of the semester, on a space-available basis.

In cases where an alternate time may be needed to accommodate conflicts, instructors may contact the Registrar's Office for that additional scheduling.

81. SCHEDULING OUT-OF-CLASS EXAMINATIONS

Instructors wishing to schedule examinations outside of normal class periods for a course that doesn't meet the criterion of common examinations (see rule 80) may request out-of-class examinations. Officially scheduled class meetings, including lectures, labs, and studios, and common exams have priority over out-of-class examinations.

Departments may schedule up to four out-of-class examinations at a fixed time for undergraduate (100-400-level) courses. Out-of-class examination periods **may must** be scheduled at the following time blocks:

Monday and Friday: 7:00 to 8:00 a.m.; 5:00 to 7:00 p.m.; and 7:00 to 9:00 p.m.

Tuesday, Wednesday, and Thursday: 7:00 to 8:00 a.m.; 6:00 to 8:00 p.m.; and 8:00 to 10:00 p.m.

One class period shall be omitted to compensate for each out-of-class examination given. A class period lost to Labor Day, Veterans Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day holiday(s), and/or any other class day omitted from the academic calendar may be counted toward this compensation.

Instructors wishing to schedule out-of-class examinations may submit the request beginning the first week of the term. The scheduling priority will be common examination times followed by out-of-class examination on a space-available basis. Except as noted for common examinations as per Rule 80, Rule 81 applies to any out-of-class examination scheduled to be taken at a fixed start and end time, including online examinations.

In cases where an alternate time may be needed to accommodate conflicts, instructors may contact the Registrar's Office for that additional scheduling.

At this time, Faculty Senate review and approval is recommended, to be effective spring 2019.