

2-28-1991

SR-90-91-(67)219 (AHC)

Marshall University

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AD HOC CALENDAR COMMITTEE

Recommendation

SR-90-91-(67)219 (AHC)

That the following policy and attached forms be adopted in the event of final exam conflicts or when a student has three or more exams scheduled on the same day; and that this policy be made available to students and faculty in the semester schedules and in the Marshall University catalogues.

1. The student obtains a "Final Examination Rescheduling Form" from his/her academic advisor and fills in the top portion in which the student must show his/her complete final exam schedule.
2. The Dean verifies the student's exam schedule, states the nature of the conflict and signs the form.
3. The student takes the form to the instructor of one of the classes in conflict and attempts to make a rescheduling agreement (date, time, place). If an agreement is reached, the date, time and place are recorded on the form, which the instructor signs, makes a copy for his/her file, and sends a copy to the student's advisor for the student's file. If no agreement is reached with the instructor, the instructor will indicate that fact and sign the form, whereupon the student will try to reach an agreement with the instructor of another of the student's classes in conflict.
4. If none of the instructors of the student's classes in conflict agree to rescheduling, and all of the instructors have noted the lack of agreement and have signed their names to the form, the student will present the form to the office of the Provost.*
5. After receipt of the completed form indicating that no rescheduling agreement has been reached, the Provost, or his/her designee will determine if a rescheduling should be done, and, if so, the time, date and place of the rescheduled exam. His/her findings will then be disseminated in writing to the student, the affected instructor, and the student's advisor. The Provost will not consider any form presented to him/her less than one week prior to the start of the first day of finals, nor will he/she consider any incomplete form.

SR-90-91-(67)219 (AHC)

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6. Although faculty are urged to accommodate the student in avoiding final examination conflicts, it is not mandatory that any particular faculty member reschedule his/her final exam at the student's request.
7. Once the Provost makes his/her ruling, it may not be modified except by an agreement between instructor and student. The student may reject a rescheduling proposed by the Provost, but by doing so the student agrees to take the final exam as originally scheduled.

* Please note that the Greenbook states (p. 34) that only a Dean can permit changes in the final examination schedule. Although the context seems to suggest that this applies when a faculty member wants to change a scheduled exam, it may be necessary to change the Greenbook to accommodate this policy.

BACKGROUND AND RATIONALE:

1. Although this practice exists informally there is no stated formal policy in place. This lack of a codified policy gives rise to confusion as to procedure and consistency as to implementation. This proposal eliminates any confusion and standardizes the rescheduling procedure.
2. Since instructors are urged to announce the day, place and time of the final examination to their classes well in advance of finals' week, the time limit allows plenty of time for making alternative arrangements and sufficient time to prepare for a rescheduled final examination.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE: Kathryn Olesyk DATE: 7/28/91

DISAPPROVED
BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: Alan S. Finkel DATE: 3/7/91

DISAPPROVED: _____ DATE: _____

COMMENTS:

Amended on the Senate floor.

FINAL EXAMINATION RESCHEDULING FORM

Semester _____ Date _____

Student's Name _____ Student Number _____

Student's Final Examination Schedule

(list classes in the order in which their finals are scheduled)

<u>Class/Section</u>	<u>Instructor</u>	<u>Class Meeting Time</u>	<u>Scheduled Exam Time and Day</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Nature of conflict _____

Dean's signature _____ Date _____

First instructor's comment(s) _____

First instructor's signature _____ Date _____

Second instructor's comment(s) _____

Second instructor's signature _____ Date _____

Third instructor's comment(s) _____

Third instructor's signature _____ Date _____

Fourth instructor's comment(s) _____

Fourth instructor's signature _____ Date _____

Date received by office of the Provost _____

Ruling by office of the Provost _____

Signature of official making ruling _____

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Finals schedule -- Fall 1991

Exam time determined by time of first class meeting in a regular week.

	Thursday Dec. 12	Friday Dec. 13	Monday Dec. 16	Tuesday Dec. 17
8:00-10:00	TTh 9:30	MWF 9:00	MWF 8:00	TTh 8:00
10:15-12:15	MWF 11:00	MWF 12:00	MWF 10:00	TTh 11:00
12:45-2:45	TTh 12:30	MWF 2:00	MWF 1:00	TTh 2:00
Regular Class Time	Thursday class meeting after 3:00 p.m.	Wednesday class meeting after 3:00 p.m.	Monday class meeting after 3:00 p.m.	Tuesday class meeting after 3:00 p.m.

SUMMARY OF RESCHEDULING PROCEDURE

(for more details, see your advisor)

1. The student completes the top part of the form by displaying his/her complete final examination schedule, including the class and section number, the instructor of each class, and the scheduled time of each final exam.
2. The dean verifies the final exam schedule and the need of rescheduling by stating the nature of the conflict and signing the form. NOTE: the form is not valid if it does not have the dean's signature.
3. The student then presents the form to the instructor of one of the conflicting classes and attempts to make a rescheduling agreement (date, time, and place). The results are noted in the "comment(s)" part of the form and the instructor signs and dates the form, whether or not an agreement was made. INITIALS ARE NOT SUFFICIENT.
4. If the first instructor does not agree to a rescheduling, the student takes the form to the instructor of another conflicting class and the process continues. If all of the affected instructors sign the form but none agree to reschedule, the student takes the form to the office of the Provost for a ruling. The deadline for doing this in the Fall 1991 semester is 4:00 p.m., Thursday, Dec. 5 (no final exam rescheduling forms for Fall 1991 will be accepted by the office of the Provost after this date).