

FACULTY SENATE RESOLUTIONS

1.3 POLICIES ON EXAMINATION (1991)

End of Semester Examination Policy

(1) Departmental Policy Should Define:

- (a) Which course will have final exams and if these will be common exams.
- (b) Which courses, due to their nature, will have final exams at the discretion of the instructor.

Examination Period

- (1) All comprehensive final exams must be given as scheduled during the comprehensive exam period.
- (2) Faculty who find they must deviate from the above shall request permission from their Department Chairperson to change the time, place, or format of their examination. This request, stating the reasons and the Departmental response, shall be forwarded to the Dean of the Division by the last week of classes.
 - (a) Students should not be excused from any class to take or prepare for hourly or unit exams given during the last week of classes.
 - (b) Departments shall clear all proposed changes to the published comprehensive examination schedule with the Office of Registration and Records before any changes are authorized.

Communication of Policies

- (1) These policies will be distributed to the College faculty each semester at the time when the faculty is requested to indicate its requirements for the final examination period.
- (2) Each faculty member should clearly state on his/her Course Information Sheet, all evaluation procedures, including all types of examinations. The information should be available to all students at the beginning of each course.