

Current language:

3.7.2 Common Hour Exams

Common hour exams shall be scheduled by the registrar on appropriate dates in the fifth through the seventh weeks and in the ninth through the eleventh weeks of the semester. Four days during these periods will be assigned for exams. The common hour exam committee may add a fifth day if necessary. Common hour exams may not be scheduled for more than 75 minutes, with the exception of students with documented disabilities.

Priority for scheduling exams will be given to multi-section courses with greater than 100 enrolled students. Exams will only be scheduled for courses which offer a common exam. A single instructor may be assigned an exam time if that instructor's multi-section schedule has more than 100 students and other sections of the course do not qualify for an exam. If an undergraduate class does not qualify for a common hour exam or if the instructor does not schedule a common hour exam through this process then any exam must be given during the regularly scheduled class period, or a take-home exam may be used.

In cases of conflict between two exams, the course with the smallest number of students enrolled takes precedence. In cases of conflicts where the courses have the same number of students, the course which has the fewest sections shall take precedence for the first round of exams. The reverse will take place during the second round of exams, and the course which provides makeups during the first round of exams will not be required to provide make-ups in the second round.

In cases of conflict between a common hour exam and a regularly scheduled course, the regularly scheduled course will take precedence, and faculty offering the exam must provide a make-up exam.

Courses that refuse to provide make-up exams will be denied an exam schedule. It is recommended that courses with scheduled exams give students appropriate release class time, or use those two class periods for non-mandatory review sessions.

The common hour exam schedule shall be released by the registrar no later than the fourth week of instruction in any semester. The registrar shall not schedule four o'clock exams so they conflict with major religious holidays.

Note: the common hour exam committee is made up of the registrar and faculty representatives from each department proposing a course for exam scheduling. Each course requesting an exam may have a representative at the meeting.

Proposed revision

3.7.2 Common Hour Exams

Common hour exams shall be scheduled by a common hour exam committee, **which shall be made up of the registrar and at least one faculty representative from each department proposing a course for exam scheduling.** The common hour exam **schedule shall be created before the registration period for the semester in which they will be used.** The common hour exam

committee is charged with soliciting requests for common hour exams and approving the schedule for entry into the registration system by the deadline for inputting schedules.

Common hour exams shall ~~be scheduled by the registrar on appropriate dates~~ be held over two sessions each semester, taking place in the fifth and sixth weeks for the first session, and then in the tenth and eleventh weeks of the second session. ~~Four days during these periods will be assigned for exams.~~ One exam per day, from Monday through Thursday, may take place during each week of these periods, for a total of eight common hour exam times over each two-week period. The common hour exam committee may add a common hour exam time on Friday if necessary. Common hour exams may not be scheduled for more than 75 minutes, with the exception of students with documented disabilities.

Priority for scheduling exams will be given to multi-section courses with greater than 100 enrolled students. Exams will only be scheduled for courses which offer a common exam. A single instructor may be assigned an exam time if that instructor's multi-section schedule has more than 100 students and other sections of the course do not qualify for an exam. If an undergraduate class does not qualify for a common hour exam or if the instructor does not schedule a common hour exam through ~~this process~~ the common hour exam committee then any exam must be given during the regularly scheduled class period, or a take-home exam may be used.

In cases of conflict between two exams, the course with the ~~smallest~~ largest number of students enrolled takes precedence. In cases of conflicts where the courses have the same number of students, the course which has the fewest sections shall take precedence. ~~The reverse will take place during the second round of exams, and the course which provides makeups during the first round of exams will not be required to provide make-ups in the second round.~~ Any further unresolved conflicts will be settled by the common hour exam committee.

In cases of conflict between a common hour exam and a regularly scheduled course that meets weekly, the regularly scheduled course will take precedence, and faculty offering the exam must provide a make-up exam.

Courses that refuse to provide make-up exams will be denied an exam schedule. It is recommended that courses with scheduled exams give students appropriate release class time, or use those two class periods for non-mandatory review sessions.

~~Note: the common hour exam committee is made up of the registrar and faculty representatives from each department proposing a course for exam scheduling. Each course requesting an exam may have a representative at the meeting.~~

Rationale:

After we saw over 200 conflicts in the fall schedule, modification of current practice led to only 44 conflicts in spring. The ASA Subcommittee believes small modification of current practice that puts faculty into more of an oversight role of common hour exam scheduling will do the best job minimizing any remaining issues.

The proposal attempts to deal with some of the scheduling issues and student life concerns by modifying current practice and empowering faculty who use these exams to minimize conflict themselves:

- Current practice allows for four common hour exams per week for each of the two weeks, for a total of eight slots. This keeps the eight slots and stretches them out over the week to keep a student from having two common hour exams on the same day.
- We believe this will have benefits to students on ADHD medication because it ends the exam period earlier in the day, but it also allows students with disabilities that are entitled extra time to get that time after the exam without worrying about a conflict with a second exam that day.
- It also will lessen conflicts with evening student activities while also giving priority to music and theater courses that have regular scheduled classes during the common hour exam time; class will continue to take priority over the exam.
- It creates a mechanism for formally putting exam times on the registration schedule, allowing students to choose their classes and plan their academic path at the point of registration.
- Finally, it formalizes a faculty-led common hour exam committee whose charge will be to minimize conflicts at the point of making the schedule and help work through remaining conflict issues as they arrive.