

SENATE ACTION FORM

No. 1254

Subject: Final Exam Inclement Weather Policy

Reference to Senate Minutes dated: November 20, 2023

Senate Action:

MOTION: Approve the Final Exam Inclement Weather Policy.

VOTE: The motion passed with a unanimous vote.

Response requested:

Approval for placement in University Catalog, Undergraduate and Graduate

Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

Dawit Senbet

Faculty Senate Chair

11/27/2023
Date

* * * * *

Administrative review of Senate action (unnecessary for information items):

Reviewed by **VPAA/Provost**. Check if comments are attached.

Reviewed by **General Counsel**. Check if comments are attached. DRS

Presidential action:

Approve Reject Return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

11/30/23
Date

Date of Board approval (if applicable): _____

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.

Faculty.Senate@unco.edu

Faculty Senate Policy Proposal

Subject: Final Exam Inclement Weather Policy

Originator/Date: APC, originally suggested by Registrar in Fall 2022

Placement(s): Emergency Response Website, Undergraduate and graduate catalogs, CETL syllabus statements page, Board Policy Manual.

APC discussed initial draft 9/11/2023,

Revised draft approved by APC 9/25/2023 and sent to Codification

Codification returned suggestions to APC 10/4/2023

APC approved changes 11/6/23 and sent to Codification

Purpose/Rationale: UNC currently has no policy for what happens when a campus closure occurs during final exam week. Such policies exist at many universities, and having such a policy would guide faculty in how to respond to such an unexpected event. Having a university wide policy would also promote equitable experiences for students across disciplines in such cases.

The policy proposed below was adapted from similar policies at other institutions. Given the variety of courses offered at UNC, we propose giving faculty multiple options of how to handle a university policy. For some classes, it might be easy to switch to an online version of the exam. For others, the final assessment may not be weighted heavily, so calculating a grade based on previous work would be appropriate. In others, the exam may be optional unless students want to improve on the grade earned to date. If a class is small enough, and the campus closure occurred early enough in Finals week, rescheduling might be possible. The goal is to give faculty the autonomy to help their students complete the semester as successfully as possible while following the course grading policy as closely as possible.

Faculty will be required to specify how they handle university closures during final exam week as part of their syllabus. This requires a change in Board Policy 2-3-501. Additionally, we provide a statement for inclusion on the university's Emergency Response Website, language to be placed in the catalogs, and sample syllabus statements to guide faculty in crafting their course policy on this issue.

Current language/practice: No current policy, and in recent memory, this has not occurred. Board Policy Manual 2-3-501 is presented with proposed changes below.

Proposed Language:

Board Policy Manual

(changes in yellow)

2-3-501 Course Outline.

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students before the add deadline:

- (1) the course objectives/outcomes.
- (2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes.
- (3) evaluation criteria and weight to be applied to each assignment/activity in determining the final grade.
- (4) a list of tentative deadlines for accomplishment of assignments.
- (5) policies for determining final grades in the event that a university closure occurs during the scheduled final exam period.

Catalog language

(new, to be placed at the end of [Final Examinations](#))

In the event of a campus closure during the time of a scheduled final exam, policies provided in the course syllabus will be followed. Students should communicate with their instructor to ensure that they complete the course requirements according to these policies. Students who are unable to complete course requirements due to a campus closure are eligible to receive a grade of Incomplete for the course. See the [Incomplete policy](#) for details.

Emergency Response Website

(new)

In the event of a campus closure resulting in the cancellation of a final exam, syllabus policies for the course will be followed. See [catalog link]

Sample Syllabus Statements

(for inclusion on CETL's syllabus statements page)

The following are examples of policies faculty can include in their syllabus for handling assignments missed due to a university closure, including during Final Exam week. These are only examples; instructors should customize their policy as best fits their course.

1. If the university closes during our final exam period, final grades will be calculated based on the work you have completed prior to the final exam. Specifically, in computing your final grade, the grade for the final exam will be replaced by [explain].
2. If the university closes during our final exam period, the final exam will be moved to an online assessment, delivered through Canvas, due by [insert date and time]. Any student who is unable to access Canvas should contact me as soon as possible to make alternate arrangements.
3. The final exam for this course is scheduled for [date/time]. In the unlikely event that the university closes during that time, the final exam will move to [date/time]. Any student who is unable to attend the make-up exam time must contact me as soon as possible to make alternative arrangements.
4. For asynchronous online courses, if the university closes during our final exam period, final exams and assignment schedules will not be impacted.