

SENATE ACTION FORM

No. 1151

Subject: Final Examination Catalog Language

Reference to Senate Minutes dated: April 2, 2018

Senate Action:

MOTION: The Academic Policies Committee recommends amendments to the catalog language for Final Examinations. (see attached)

VOTE: The motion passed unanimously by voice vote.

Response requested:

- ☒ Approval for placement in University Catalog
- ☐ Approval for placement in University Regulations
- ☐ Recommendation to Board for placement in Board Policy Manual
- ☐ None (sent as information item)
- ☐ Other action requested/comments:



Faculty Senate Chair

April 5, 2018

Date

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

- ☐ Reviewed by **VPAA/Provost**. Check ☐ if comments attached
- ☐ Reviewed by **General Counsel**. Check ☐ if comments attached

Presidential action:

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

President/Designated Administrative Officer

Date

Date of Board approval (if applicable): _____

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

Attachment to Senate Action Form #1151

Approved by the Faculty Senate

April 2, 2018

<http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Final-Examinations>

Final Examinations

1. All final examination periods are **to be scheduled for** 150 minutes in length.
2. Faculty should alert students to changes in final examination times or locations before the testing date. With the approval of the school director/department chair, the final examination may be eliminated by an instructor who considers it unnecessary. If no final examination is given, class will continue through the last week of the semester. In such cases, classes will meet at the times shown on the final examination schedule. The Final examination schedule is available at <http://www.unco.edu/registrar/>.
Instructors who decide not to conduct a final examination or similar capstone exercise during finals week should notify their appropriate unit leader (department chair, school director, program area coordinator) in writing of this action prior to the start of an academic semester or term. Instructors should also notify unit leaders of the equivalent activities to be undertaken during the 150-minute session of the course during finals week and include this information in the course syllabi.
3. Each **All** students registered for credit in a course must attend the final examination **period for each course in which they are enrolled.** unless the student has made prior arrangements to be excused by the instructor. In extreme instances, a final examination may be rescheduled by the instructor, provided the change is coordinated with the appropriate dean's office and approved by the school director/department chair. **Any student who is unable to attend the final examination period must request alternative arrangements before the midpoint of the respective course. Approval of the request is at the instructor's discretion.**
4. If a **A** student has **scheduled for** three or more final examinations **scheduled** for one day, the student may negotiate a time change **rescheduling of an exam.** with the instructors involved. **The student must notify and begin negotiations with their instructors** This negotiations should take place not less than one week before the scheduled examinations **no later than the midpoint of the course(s).** If the parties involved cannot find a mutually agreeable time and place, the **appropriate deans' office(s) will negotiate a rescheduling of the exam periods.** Office of Academic Affairs will indicate courses for which a change must be made. Laboratory sessions will not meet during the final examination period. Laboratory examinations should be given before final examination week. **Any students who fails to negotiate a time change must complete all finals as scheduled.**
5. Examinations are to be conducted in the same classroom used throughout the semester unless **alternative previous** arrangements are made with the **room-scheduling department in the Events/Scheduling Office at the University Center, appropriate dean's office and the Academic Scheduling Office in the Office of the Registrar.** Faculty should alert students to changes in final examination times or locations **no later than the midpoint of the course.**