

Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 19/06

Creation of Final Exam Schedule Policy

Name of Council(s)/Committee(s):

Undergraduate Studies Council

Approval Date:

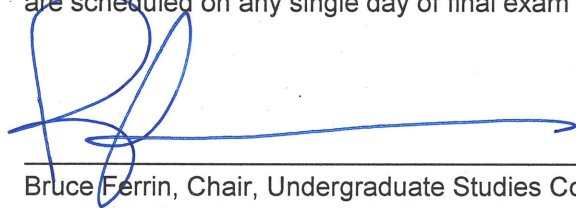
8 October 2019

Implementation Date:

Upon Administrative Approval

RECOMMENDATION:

To create a Final Exam Policy to allow students to reschedule one or more exams, if three or more exams are scheduled on any single day of final exam week.



Bruce Ferrin, Chair, Undergraduate Studies Council

1/23/2020

Date

☒ Approve

☐ Disapprove

☐ Other Action

Comments:



Richard A. Gershon, WMU Faculty Senate President

2/6/2020

Date

☒ Approve

☐ Disapprove

☐ Other Action

Comments:



Jennifer P. Bott, Provost and Vice President for Academic Affairs

3.20.2020

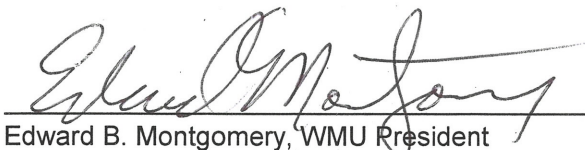
Date

☒ Approve

☐ Disapprove

☐ Other Action

Comments:



Edward B. Montgomery, WMU President

3/20/2020

Date

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RATIONALE

The Undergraduate Studies Council was charged to “*Review and evaluate current policies concerning final exam scheduling*”. USC and Graduate Studies Council members reviewed the language as it appears on the WMU Registrar’s website (<https://wmich.edu/registrar/calendars/exams>). Discussion included stating a deadline for students to make requests to faculty; e.g., two weeks before scheduled final exam. Also discussed was that this is a student success matter and the goal is to inform students that they have a right to have no more than two exams scheduled on any single day of final exam week. It is desired to have a policy that supports faculty, as more students will be affected by the new final exam policy and more students will come to faculty for final exam re-scheduling. To clearly communicate the new policy, it was recommended that a date be posted on the academic calendar; the following revised wording of the policy was recommended.

RECOMMENDATION

To create a Final Exam Policy to allow students to reschedule one or more exams, if three or more exams are scheduled on any single day of final exam week.

CURRENT LANGUAGE (additions in bold and deletions with strikethrough)

<https://wmich.edu/registrar/calendars/exams>

Final Exams

From the American Association of University Professors collective bargaining agreement with Western Michigan University regarding Final Exams:

38. §3 FINAL EXAMINATIONS. In every class taught, all faculty shall give a final examination, i.e., some form of comprehensive evaluative academic exercise appropriate to the course content and according to the published schedule of examinations, during the last week of the semester (which shall be set aside for final examinations), or at or near the scheduled conclusion of the session. The final evaluative exercise may be distributed before the time scheduled for the final exam providing that it is due and collected on the day during the final week of the semester on which the final exam has been scheduled. Exceptions to the requirement of scheduling a final examination (or other appropriate evaluative activity) may be granted, in writing, at the discretion of the appropriate chair and dean, upon request from the faculty member.

The official final exam week is at the end of each fall and spring semesters. Exams for courses are to be given during that week at specific times other than the normal class meeting time. All final exams are held in the normal classroom unless other arrangements have been made with the Registrar’s Office. Use of classrooms for review sessions must be scheduled through the Registrar’s Office.

Regularly scheduled class meeting times are not held during final exam week. For courses having both lectures and labs, or discussions the time of the exam will be determined from the time of the first lecture period of the week. For courses having labs only the exam will be determined from the time of the first lab period.

Exam times for classes that begin on the half-hour will be the same as for classes which begin on the previous hour. The exam time for a class beginning at 9:30 a.m. would be scheduled with classes that start at 9 a.m., and the exam time for a class beginning at 2:30 p.m. would be with classes that begin at 2

p.m. Where all sections of a given class are given at one time the exam will be given during the mass exam time in the schedule per faculty instructions.

Exams for arranged class times are to be scheduled during final exam week at the convenience of the instructor and the student. The instructor will arrange the exam time for a course not covered by the exam schedule. Please contact the instructor for location and time.

If a student is assigned three or more exams on any single day of final exam week, University policy allows the student to arrange with their instructor(s) to reschedule one or more exams so the student will have no more than two exams scheduled on any single day of final exam week. Students should receive early notification from their instructors as to the dates, times and places of their exams. Students must make their requests to reschedule a final exam no later than 14 calendar days before the Monday of the final exam week, as designated by the final exam schedule.

A mass exam may be scheduled when multiple sections of the same course take the same exam at the same time. Permission to offer a mass exam may be granted by the chairperson of the department if certain criteria are met and if space is available as determined by the Office of the Registrar. Only the fall and spring semesters have a final examination week.