

Motion from the Academic Policy Committee (APC) to Change the Language of the Campus Final Examination Policy (Selected Academic and Administrative Policy 22)

Rationale:

The APC reviewed the current Final Exam schedule language. The current language needed updating and clarification to include: policy with regard to exam length period and scheduling for courses of one credit; courses of two credits or more; summer session, UWinteriM or min-term classes; limitations to all exam lengths; and language that clarifies exam period re-scheduling due to weather, or declared campus emergencies. In addition the University Committee asked the final examination period approved for that term by the Faculty Senate as part of the academic calendar, and scheduled in detail by the Classroom Assignments unit of the Department of Enrollment Services (DES) and not the by the Secretary of the University Office.

Thus the APC with input from all appropriate committees propose these revisions. These revisions collectively support the request to provide clarity, uniformity, and appropriate utilization of available agencies.

Old Language

EXAMINATIONS, FINAL

No: S-22

Date: September 1992--Rev.(3)

Authority: UWM Laws and Regulations
Chapter 11.12 Revised

1. The secretary of the university is authorized to prepare the final examination schedule.
2. One-hour final examinations in one-credit courses may be given during the last class period; two-hour final examinations in all other courses shall be given during the regular examination period. So far as practicable, the time of all final examinations shall be based on the lecture hours. Special hours within the prescribed examination period shall be assigned for combined examinations in multiple-section courses and in combined courses upon request from deans and departmental chairs each semester.
3. The time of the final examination for an individual or a class may be changed only with the prior approval of the dean or director. The change will involve a postponement to a later date. The secretary of the university shall be notified of any approved changes in final examinations in order to avoid scheduling conflicts of day, hour and room.

A separate examination period at the very end of the exam week will be reserved as a time for individuals with exam conflicts to take one of the conflicting exams. (Recommendation of Academic Policy Committee, April 1987)

4. The departmental committee of any University of Wisconsin - Milwaukee department, in consultation with the appropriate dean or director, is authorized to exempt particular courses from the final examination when it is determined that no essential educational purpose is served by the two-hour final examination. (Faculty Document 214, March 28, 1963)
5. If the university must declare an official emergency during the final examination period, the exams that are postponed will be rescheduled as soon as feasible. An emergency schedule will be published in each Schedule of Classes. (UWM Administration, September 1992)

New Language

Examinations, Final

All courses shall have a final assessment (examination, project, paper, performance or other product or demonstration as appropriate to the course) as determined by the department or the responsible faculty body. If it is determined that a final in-class examination will be given, the following will apply:

1. Final examinations in full-term courses of two credits or more taught during the fall or spring semester shall be conducted during the final examination period approved for that term by the Faculty Senate as part of the academic calendar, and scheduled in detail by the Classroom Assignments unit of the Department of Enrollment Services (DES).
2. There is no separate examination period established for summer session, UWinteriM or mini-term classes. Final examinations in these courses shall be conducted on the last scheduled day of the class.
3. Similarly, final examinations in one-credit courses in any term also may be conducted on the last scheduled meeting day of the class.
4. Unless specifically noted at the time the course is listed in the Schedule of Classes, it shall be assumed that courses taught entirely on-line will not have in-person final examinations that only can be completed on campus.
5. Regardless of the term, number of credits or class meeting length, no final examination may exceed two hours in length.
6. In the event that the final examination for a particular class must be rescheduled, it should, if possible, be conducted during the “optional” examination time slot built into the final examination schedule. Examinations cannot be given earlier than their normally scheduled time. The time of a final examination for an individual or a class may be changed only with the prior approval of the dean or director. Notice of any proposed change must be provided to both the Provost and DES Classroom Assignments (to prevent the possibility of room conflicts). (Faculty Document 214, March 28, 1963)
7. If students have examination conflicts due to classes that have “combined” examinations, the instructor for the combined examination shall arrange for an alternate examination time for the student(s) affected. (Recommendation of Academic Policy Committee, April 1987)
8. Instructors may schedule make-up examinations to accommodate individual student emergencies that can be documented. The timing of such examinations should be established jointly between instructor and student, but generally should be no later than 30 days after the originally scheduled examination.
9. At least one full “emergency make-up day” shall be included in the final examination schedule approved by the Faculty Senate. In the event that an additional day(s) is required, the Provost

shall have the responsibility for determining the rescheduling. (Administration S-22, September 1992)

10. In the event of a pandemic or other declared campus emergency that occurs close to or during final examinations, instructors will have the latitude to offer alternative options such as grading based on the work already completed for the class, take-home examinations, testing on D2L, etc.

APC 2009-10 Kyle Ebersole

Maria Haigh

Alan Horowitz

Dao Vang

Alice Gillam

Jon Welstead*

Tian Zhao

Sunwoong Kim²

Jin Zhang¹

Seth Zlotocha

Thomas O'Bryan

Colin Scanes

Johannes Britz

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<> Yet to be appointed

1 Repl E. Winkler (2010-E)

2 Repl T. Holme (2010-E)

* Designated to call first meeting

o Serves by virtue of office

x-o Ex-officio

Students (5) [1 member GFC, 1 SA officer, 1 L&S UG, no more than two from the same school or college]