TO: The University Senate Educational Policy Committee  
FROM: Educational Policy Committee  
SUBJECT: Revision to University regulations of Scheduling of Examinations  
DISPOSITION: University Senate for Action  
CAMPUSES: West Lafayette campus only

RATIONALE: The intended purpose of the evening examinations is to accommodate multi-division courses whose daytime classrooms and schedules prohibit effective common examinations.

Evening examination periods are not intended for use in single-division courses.

Prior attempts to discourage the use of evening exams to reduce student conflicts have not proven effective.

This policy change is intended to eliminate single-division course evening exams in all but extraordinary circumstances.

Students suggest that the use of night examinations creates conflicts with their participation in student organizations, conflicts for students with more than one night exam or class on the same evening, and presents challenges for students with work or family responsibilities in the evening.

The office of the Registrar will send a memo to departments on March 24 to call for fall 2014 evening exams due back by May 2.

Scheduling of Examinations

Evening Examinations

(University Senate Document 77-27, approved September 25, 1978, and University Senate Document 82-5, approved February 21, 1983; revised by University Senate Document 00-4, March 19, 2001; and University Senate Document 7-6, February 18, 2008)

A. The Office of the Registrar will schedule examinations as requested under the provisions of this policy. Such scheduling will be subject to limitations on available facilities and will be based on the concept of minimizing the number of students scheduled for more than one examination at the same time.

B. Evening examinations will be scheduled when requested for multi-division courses whose daytime classrooms and schedule prohibit effective common examinations during regular class periods.

C. The administration of evening exams will be highly restricted. Only under extraordinary circumstances with the personal approval of the departmental head, they may be permitted and scheduled when requested, if critical to the objectives of the course, and requested prior to the start of the course.
Single division course evening exams are not encouraged and may be requested only under the most unusual circumstances (e.g., space limitations preclude the establishment of valid examining environment) and after the personal review of the department heads.

D. Evening examinations requested after the start of the course may be permitted and scheduled only by receiving the personal approval of the Vice Provost, and if critical to the objectives of the course.

E. Graduate-level courses (60000-level and above) are exempted from this policy.

F. Multi-division evening examinations may be scheduled during either of the following periods:

- 6:30 to 7:30 p.m.
- 8:00 to 9:00 p.m.

As an exception, when the Hall of Music, Loeb Playhouse, or Fowler Hall is used for two 60-minute examinations in a single evening, the examinations are to be scheduled for the following periods:

- 6:30 to 7:30 p.m.
- 8:30 to 9:30 p.m.

Start times in these locations will change to 6:00 p.m. and 8:00 p.m. respectively on those occasions when they are scheduled for a 60-minute exam and an exam which exceeds 60 minutes. Requests for more than 60 minutes will be scheduled to start at the later hour.

G. In all cases, the testing period should be restricted to 60 minutes, unless a multiple-period evening examination has been requested. Multiple-period evening examinations may be requested only when the unique nature of the course as testified by the department head precludes effective testing within the regular 60-minute evening examination period.

H. Multi-division evening examinations will be held on Monday, Tuesday, Wednesday, and Thursday, with the exception that no examinations will be held on the day preceding an official University holiday.

I. For all examination periods scheduled, roughly equivalent regular class periods are to be omitted. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over its assigned term of instruction. The instructor will identify in the syllabus when students are released from the class.

J. Requests for the scheduling of multi-division evening examinations shall conform to the following procedures:

1. Requests shall be forwarded to the Office of the Registrar with the approval of the departmental schedule deputy. The request should include
a preferred date and two alternative dates (one of which should be in another week) for each evening exam requested.

1. Multi-division courses at the 10000- and 20000-level must submit requests at the time departments submit their schedule of classes. A statement that these courses require evening examinations will be printed in the Schedule of Classes.

2. If possible, all other courses requesting evening examinations should submit requests at the same time departments submit their schedule of classes. These courses will also be identified in the Schedule of Classes.

3. If after the beginning of classes it becomes necessary to submit a request for an evening examination not previously scheduled, this request should be submitted at least two weeks 1 month prior to the proposed examination date to the Vice Provost. If approved, these requests will be honored only as space and the principle of conflict minimization permit.

4. Scheduled times for evening examinations may be changed after the beginning of the semester providing a request for the change is submitted at least two weeks 1 month in advance of the earlier of the two scheduled dates. These requests, if approved by the Vice Provost, will be honored only as space and the principle of conflict minimization permit. Changes in scheduled examinations should be avoided as much as possible. In particular, requests for changes in scheduled examinations in 10000- and 20000-level courses should be requested only under the most unusual circumstances.

2. Examinations coincident with convocations, intercollegiate athletic events, and student activities will be avoided if possible; but if necessary, such examinations may be scheduled on the premise that the examination process takes priority over any of these events. In this case, the Office of the Registrar has the authority to start the first period of evening exams as early as 6:00 p.m.

3. Conflicts shall be resolved as follows (University Senate Document 81-4, April 19, 1982):
   1. In case of examination conflicts (exams scheduled for the same student at the same time), the conflict should be resolved by the course instructors, provided that the student informs them of the conflict. If the instructors cannot resolve the conflict, the student may elect the course in which he/she is to be examined and should so inform both instructors prior to the examination. The student must be allowed to take the missed exam during an alternative time.

   2. In case of examination conflicts with a scheduled evening course, the affected student, after consultation with the instructors involved, may elect the alternative at the scheduled time that is most appropriate to his/her academic interests. If the student is enrolled in an evening course, or can provide documented evidence
of work or family requirements, they must be allowed to take the exam during an alternative time.

3. Other conflicts should be resolved between the instructor and the student. If conflict resolution is not possible, the examination shall take precedence, subject to appeal through the head of the department in which the course is offered.

4. The Office of the Dean of Students will be available for assistance in conflict resolution.

K. Requests for the scheduling of single-division evening examinations shall conform to the same procedures as multi-division exams after receiving departmental head approval if before the start of the course and Vice Provost approval if after the start of the course.

L. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing the scheduling and conducting of evening examinations.

Yea                                      Nay                                      Abstain/Did Not Vote
J Niser (IPFW)                           C Miller                                 
D Ragland                                S Richards                               
J Leising                                 M Cox                                    
J Greenan                                 J Dennis                                 
P Kain                                    W Walton                                 
F Dooley                                  G Weaver                                 
K Alter                                    A Rynearson                             
D Pick (PUC)                              
C Hrycyna                                 
H Kirkwood                                