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.

This policy change is intended to provide students a clear path to advocate on
their behalf when faced with scheduling conflicts resulting from evening exams.

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

CURRENT with recommended changes in red/strikethrough
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 multidivision courses whose
daytime classrooms and schedule prohibit effective common examinations during regular class
periods.

C. 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. Graduate-level courses (60000 level) are exempted from this policy.

E. 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.

In all cases, the testing period should be restricted to 60 minutes, unless a multiple-period evening examination has been requested. Requests for more than 60 minutes will be scheduled to start at the later hour.

F. 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.

G. 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.

H. 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.

I. Requests for the scheduling of evening examinations shall conform to the following procedures:

1. Requests shall be forwarded to the Office of the Registrar by and 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.

   a) Multidivision 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.

   b) 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.

   c) 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 four weeks prior to the proposed examination date. These requests will be honored only as space and the principle of conflict minimization permit.
d) 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 four weeks in advance of the earlier of the two scheduled dates. These requests 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):
   a) In case of examination conflicts (exams scheduled for the same student at the same time), similar to final examinations, 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. Students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the request for the necessary arrangements at least one week before the scheduled exam. Course instructors shall not penalize a student who chooses to reschedule an examination under these options. In the event the student is unable to reach an agreement with the course instructors to reschedule one of the exams, student will contact the Office of the Registrar; the Registrar will make the final decision as to which exam is to be rescheduled and offered at an alternate time; the Registrar will communicate this decision to the course instructor and relevant Department head.
   b) 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. The conflict should be resolved by the course instructors, provided that the student informs them of the conflict at least a week before the exam. If the instructors cannot resolve the conflict, the scheduled evening course takes priority. The examination instructor must offer an alternative time for their exam.
   c) Other conflicts should be resolved between the instructor and the student. Reasons for conflicts should be taken under careful consideration by the instructor. These can include, but are not limited to, participating in athletic or theatrical events, employment, and other mandatory responsibilities. 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.

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

J. 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.

**Proposed Revision**

**Scheduling of Examinations**

**Evening Examinations**

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Submitted by Educational Policy Committee

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