

To: Deans, Department Heads, Academic Associate Deans, and Instructors

From: Jay Akridge
Provost and Executive Vice President for Academic Affairs and Diversity

Re: Academic Regulations Governing "End-of-Semester" Examinations

Date: February 8, 2021

University Student Regulations require that my office implement a procedure to inform faculty and instructors-of-record each semester of the academic regulations governing "end-of-semester" examinations and activities, which can be found in the university catalog (University Senate Document 84-12, March 25, 1985) and are attached as a document at the end of this memo for your convenience.

COVID-19 has required major changes across our university. The [Spring 2021 Academic Calendar](#) was adjusted to eliminate breaks; however, in contrast to Fall 2020, in-person instruction is planned to continue through final exam week. In addition, due to social distancing and the reduced COVID-19 room capacities, the classroom capacity for in-person final exams is limited. Students in the Fully Online (OL) option will again be taking their final exams online from locations all over the world and without the technology resources and internet access of the Purdue campus. Taking all of this into consideration, following is guidance for "end of semester" examinations and activities in the spring 2021 semester:

Residential Courses

1. In keeping with our common practice, "Each class will be scheduled for a two-hour meeting during the final examination period. Excepted are those courses classified as individual study, clinic, student teaching, industrial experience (co-op), or research and those offered for zero credit. However, any such course will be included in the schedule upon the specific request of the appropriate schedule deputy."
2. The method of meeting of the exam (in-person or online) will be defaulted to match the modality of the course in the official schedule of classes.
 - a. In-person or hybrid course will be defaulted to an in-person final exam with an assigned room and 2-hour meeting time.
 - i. Instructors may opt to, instead, administer an online exam or no final exam, but are asked to notify the Registrar's office (classroomsched@purdue.edu) so that students may be accurately informed and that the limited classroom space may be efficiently used.
 - b. Residential online courses will be scheduled for a 2-hour time period without a room.
 - i. Note that residential online exams may be left open for 24 hours, but only a 2-hour time block will appear on the official final exam schedule.

Fully Online (OL) Courses

1. During finals week, for Fully Online (OL) courses in which a final examination will be held, instructors are required to offer their exam in the time frame assigned by the Registrar's office (as is the usual custom), and must either
 - a. **have the exam open to their students for at least a 24-hour period that starts 9:00 am¹ on the scheduled exam day and ends at 9:00 am the following day** to facilitate asynchronous access to the final exam. The final exam must still be designed to be completed in 2 hours.

OR

 - b. **offer an exam at two or more different scheduled 2-hour time blocks within the 24-hour period that starts 9:00 am on the scheduled exam day and ends at 9:00 am the following day.** The times should reasonably cover the time zones and variable access to technology of the students. Course instructors should have a plan in place to prevent penalizing a student whose access to the exam or whose ability to complete the exam was compromised by unexpected technical problems.
2. Requests for exceptions may be submitted to provost@purdue.edu by **March 26th** and must include a reasonable plan to accommodate the time zones of all students in the course as well as student issues related to variable access to technology and unreliable access to the internet.

All Residential and Fully Online (OL) Courses

In keeping with our standard practice:

1. "If no educational purpose will be served by any type of meeting during the 16th week because the educational objectives of the course have been achieved, **a department may dismiss this class meeting during the 16th week.**"
2. "Comprehensive final examinations (examinations for laboratory, intensive or minicourses excluded) are **prohibited except during the regular final examination periods of the last week of the semester.**"
3. "**No student shall be required to take more than two examinations on one day.** Students scheduled for more than two final examinations on one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the necessary arrangements with the instructor for rescheduling his/her individual examination before the last week of regularly scheduled classes. When a student does make such a request of you, please work with them to make alternative arrangements for the exam. Course instructors shall not penalize a student who chooses to reschedule an examination under these options (University Senate Document 90-22, March 25, 1991)."
 - a. **Important note for Spring 2021 finals:** The limit of two examinations in one day applies only to exams that do not extend beyond a 24-hour window. Thus, an exam left open for 2 days or more does not count against the two examinations in one day.
4. "The final examination period is intended for the end-of-semester examination. **No examination or quiz may be given during the week (three days in summer session) preceding the final examination period** of the semester (examinations for laboratory, intensive, or minicourses excluded)."

Guidance on accessibility and accommodations for students with disabilities can be found at the [Innovative Learning](#) and the [Disability Resource Center](#) sites. Should you have any questions on how to apply accommodations in a particular student/test situation, feel free to consult with the student's Access Consultant or send an e-mail to drc@purdue.edu.

The Innovative Learning Team recommends considering alternate forms of assessment relative to standard high stakes exams and only using digital proctoring when all other options have been exhausted. See [Exams and Academic Integrity Considerations](#) on the Innovative Learning Team's [Teaching and Learning Resources](#) site or contact innovativelearningteam@purdue.edu for assistance. Please follow whatever method is most appropriate for your department or school to inform faculty of these academic regulations. Thank you for your attention to these policies and to the well-being and academic success of our students.

cc: D. Nichols, Chair, University Senate
E. Otarola-Castillo, Chair, Senate Educational Policy Committee
A. Gilmore, President, Purdue Student Government
C. Levesque Bristol, Director, Center for Instructional Excellence
K. Gehres, University Registrar
J. Rickus, Interim Vice Provost for Teaching and Learning
K. Sermersheim, Associate Vice Provost and Dean of Students

B. Final Examinations²

(University Senate Document 84-12, March 25, 1985)

1. In regular semesters, the final examination period shall consist of six scheduled days comprising the 16th week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar as, at most, 30 two-hour periods (five periods per day, including evenings). Upon request, a single course-wide examination will be scheduled for any course. In the summer session, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar in, at most, 12 two-hour periods on the last three days of the session (four periods per day, excluding evenings).
2. Each class will be scheduled for a two-hour meeting during the final examination period. Excepted are those courses classified as individual study, clinic, student teaching, industrial experience (co-op), or research and those offered for zero credit. However, any such course will be included in the schedule upon the specific request of the appropriate schedule deputy. If no educational purpose will be served by any type of meeting during the 16th week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the 16th week.
3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer session, schedule deputies shall inform the Office of the Registrar of the courses requiring course-wide examinations. It will be the responsibility of the department head or, where appropriate, the school head to inform the Office of the Registrar which courses within the department or school will not need a meeting. A schedule implementing Section B will then be developed by the Office of the Registrar in consultation with the Educational Policy Committee. Guiding principles include:
 1. Minimize the number of direct student examination conflicts.
 2. Minimize the number of students who have more than two examinations on the same day.
 3. Minimize the number of students who have consecutive (back-to-back) examinations.
4. No student shall be required to take more than two examinations on one day.
5. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing end-of-semester exams and activities each semester to coincide with the release of the final examination class schedule.
6. Students scheduled for more than two examinations in one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the necessary arrangements before the last week of regularly scheduled classes. Course instructors shall not penalize a student who chooses to reschedule an examination under these options (University Senate Document 90-22, March 25, 1991).
7. Regional campuses may modify these provisions to meet local differences through established procedures of the local faculty governing bodies or, lacking these, the regional campus chancellor or designee.
8. The final examination period is intended for the end-of-semester examination. No examination or quiz may be given during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory, intensive, or minicourses excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school

faculty use the week (three days in summer session) preceding the final examination period to administer an examination.

9. Comprehensive final examinations (examinations for laboratory, intensive or minicourses excluded) are prohibited except during the regular final examination periods of the last week of the semester.

¹All times are given as times at Purdue University, West Lafayette, IN, Eastern Time Zone

² <https://catalog.purdue.edu/content.php?catoid=13&navoid=15965#b-final-examinations>