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Russ Muntifering, Secretary 844-1533

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MEMORANDUM

TO: Mary Ellen Mazey, Provost and Vice President for Academic Affairs

FROM: Russell B. Muntifering, Secretary
University Senate

SUBJECT: Committee Reports on Referred Items under Final Exam Policy

Transmitted herewith for your approval is reference subject as approved by University Senate (62 yes, 2 no, 3 abstain) at its September 21, 2010 meeting.

Thank you for your cooperation.

Committee Reports on Referred Items under Final Exam Policy

In the June 2010 meeting, the Senate passed a policy providing students the conditional right to take no more than 2 finals in any 1 calendar day if the student provides timely notice to the affected faculty members. As passed, the motion referred two items to committee for resolution as follows:

- (1) Priority system for retaining exam times referred to the Steering Committee
- (2) Deadline for timely notice referred to the Calendar and Schedules Committee

The committees to which was referred the resolutions,

"Resolved, That the student unable to get faculty members to voluntarily move an exam will present this to the Associate Dean of their major college and, after verification, that Associate Dean will contact the faculty member(s) scheduled for the middle exam period(s) to arrange for a rescheduled exam;

2. That the deadline for student requests to the affected faculty members to move finals under this policy is the Mid-Semester Day; the student must contact the Associate Dean within one week following the mid-semester date;

3. That for the Fall Semester 2010 only, the deadline will be October 31st, 2010."