

Faculty-adopted Policies on

EVENING EXAMINATIONS AND EVENING ACADEMIC ACTIVITIES

AFTERNOON AND EVENING SCHEDULING: Certain hours shall be free from all formal undergraduate class or laboratory exercises – 4:25 p.m. to 7:30 p.m. on Monday, Tuesday, Wednesday, and Thursday; after 4:25 p.m. on Friday; after 12:05 p.m. on Saturday and all day Sunday.

Review sessions cannot be scheduled after 4:30 p.m. on any day unless an alternate session is made available for those with conflicts.

On **Monday and Wednesday evenings** only regularly scheduled courses and prelims previously approved by the Office of the University Faculty are permitted. Other evening **academic** activities commencing at or after 7:30 p.m. on Mondays and Wednesdays are not allowed. Violation of these rules interferes with other University activities (athletic, musical, theatrical, employment, etc.)

Evening examinations may be given on **Tuesday and Thursday evenings after 7:30 p.m.** Large courses (over 30) may schedule evening exams only with prior permission from the Office of the University Faculty. No permission is required for examinations or make-up examinations involving small numbers of students (under 30) if given on Tuesday and Thursday. An alternate time to take an exam must be provided for those students who have academic, musical, theatrical, athletic or employment conflicts at the time scheduled.

Exceptions: Permission from the Office of the University Faculty to schedule examinations on evenings other than Tuesdays or Thursdays or at a time prior to 7:30 p.m. will be granted **only on the following conditions:**

- Conditions such as the nature of the examination, room availability, large number of conflicts, etc. justify such scheduling.
- An alternative time to take the exam must be provided for those students who have academic, extracurricular or employment conflicts at the time scheduled.

If there is a conflict between an examination listed on the schedule developed at the annual evening prelim scheduling meeting and an examination not on the schedule, the examination on the schedule shall have priority. The course not on the schedule **must** provide an alternate time to take the examination for those students faced with the conflict.

If a student has conflicting examination schedules, both of which are on the schedule developed at the annual evening prelim scheduling meeting or both of which are not on the schedule, the instructors of the courses involved must consult and agree on how to resolve the conflict. Both instructors must approach this resolution process with a willingness to provide an alternative or early examination.

Courses utilizing evening examinations should so indicate in the course description listed in "Courses of Study" and must notify students of the dates of such examinations as early as possible in the semester, preferably when the course outline is distributed.

