

Preliminary Examinations, Study Period and Final Examinations
(Extract from 1990 edition of the Faculty Handbook, pp. 65-66)

Preliminary Examinations. Preliminary examinations are those given at intermediate times during a course. It is common to have three of these in a term to encourage review and integration of major segments of the course, to provide students with feedback on how well or poorly they are progressing, and to contribute to the overall basis for a subsequent final grade.

The most convenient times and places for "prelims" are the normal class times and classrooms. But many courses, particularly large ones with multiple sections, choose to examine all the sections together at one time and to design an examination that takes more than one class period to complete. In such cases the only alternative is to hold the prelim in the evening. This practice creates conflicts with other student activities, with evening classes and laboratories, and among the various courses that might choose the same nights.

To eliminate direct conflicts, departments offering large multisection courses with evening prelims send representatives annually to meet with the dean of the University Faculty to lay out the evening prelim schedule a year in advance. Instructors of smaller courses work out their own evening prelim schedules, consulting their students to find a time when all can attend. Room assignments are obtained by the faculty member through the contact person in his or her college or the Central Reservations Coordinator.

The policy governing evening examinations is as follows:

1. Evening examinations may be scheduled only on Tuesday and Thursday evenings and only after 7:30 p.m. without prior permission from the Office of the University Faculty.
 - a. Such prior permission is not, however, required for examinations or makeup examinations involving small numbers of students (generally thirty or fewer) provided that the scheduled time is acceptable to the students involved and that an alternate examination time is provided for those students who have academic, athletic or employment conflicts at the time scheduled.
2. Permission from the Office of the University Faculty to schedule on evenings other than Tuesdays and Thursdays or at a time prior to 7:30 p.m. will be granted only on the following conditions:
 - a. Conditions such as the nature of the examination, room availability, large number of conflicts, etc. justify such scheduling.
 - b. An alternate time to take the exam must be provided for those students who have academic, athletic or employment conflicts at the time scheduled.
3. 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 a priority, and the course not on the schedule must provide an alternate time to take the examination for those students faced with the conflict.

4. If there is a conflict between examinations, 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.

5. Note that courses utilizing evening examinations are strongly urged to indicate this in the course description listed in "Courses" and must notify students of the dates of such examinations as early as possible in the semester, preferably when the course outline is distributed.

Final Examinations. The University Faculty long ago established, and has never reversed, the policy that each course should require a final examination or some equivalent exercise (for example, a term paper, project report, final critique, oral presentation, or conference) to be conducted or due during the period set aside for final examinations.

Although not specifically prohibited, it is University policy to discourage more than two examinations for a student in one twenty-four hour time period and especially on any one day. It is urged that members of the faculty consider student requests for a make-up examination, particularly if their course is the largest of the three involved and thus has the strongest likelihood of offering a makeup for other valid reasons, i.e. illness, death in the family, etc.

Legislation of the University Faculty governing study period and examinations is as follows:

1. *No final examinations can be given at a time other than the time appearing on the official examination schedule promulgated by the Registrar's Office without prior written permission of the Dean of the Faculty.*
2. *No permission will be given, for any reason, to schedule final examinations during the last week of classes or the designated study period preceding final examinations.*
3. *Permission will be given by the Dean of the Faculty to reschedule examinations during the examination period itself if requested in writing by the faculty member, but only on condition that a comparable examination also be given for those students who wish to take it at the time that the examination was originally scheduled.*

The faculty member requesting such a change will be responsible for making appropriate arrangements for rooms or other facilities in which to give the examination. This should be done through the Registrar's Office.

4. *No tests are allowed during the last week of scheduled classes unless such tests are part of the regular week-by-week course program and are followed by an examination (or the equivalent) in the final examination period.*
5. *Papers may be required of students during the study period if announced sufficiently far in advance that the student did not have to spend a significant segment of the study period completing them.*
6. *Faculty can require students to submit papers during the week preceding the study period.*
7. *Take home examinations should be given to classes well before the end of the regular term and should not be required to be submitted during study period but rather well into the examination period.*

Students have a right to examine their corrected exams, papers, and the like, in order to be able to question their grading. They do not, however, have an absolute right to the return thereof. Exams, papers, etc., as well as grading records, should be retained for a reasonable time after the end of the semester, preferably until the end of the following term, to afford students such right of review.

The due date for submitting final grades to college offices is set by each college independently but is normally within seventy-two hours of the completion of the examination. Prompt submission of final grades is essential inasmuch as a great deal of processing follows this submission.