

MICHIGAN STATE
UNIVERSITY

January 23, 2006

MEMORANDUM

To: Karen Klomparens, Assistant Provost for Graduate Education and
Dean of The Graduate School

June Youatt, Assistant Provost for Undergraduate Education and
Dean of Undergraduate Studies

From: Linda O. Stanford, Assistant Provost for Academic Services and
University Registrar

Re: Final Examination Policy – Proposed Change

This is a request for approval by the University Committee on Academic Policy and the University Graduate Council of the Final Examination Policy.

Proposal:

To transfer the approval for a change in the scheduling of a final examination from the "Undergraduate Committee of the Assistant Deans Group" to the Office of the Registrar based on the approval of the Assistant/Associate Dean responsible for the offering of the course.

Assumption:

It is understood that the Undergraduate Committee of the Assistant Deans Group is actually what we now know as the undergraduate assistant/associate deans.

Background:

In recent years, the Assistant Provost for Academic Services and the Assistant Provost for Undergraduate Education have received occasional requests to approve changes in the scheduling of final examinations. Requests for examination time changes are rare and usually concern undergraduate courses.

The current policy as listed in *Academic Programs* and as posted on the Office of the Registrar website, informs faculty, departments, and colleges, that "deviations from this schedule must be approved by the Undergraduate Committee of the Assistant Deans Group."



**OFFICE OF THE
REGISTRAR**

Michigan State University
150 Administration Building
East Lansing, Michigan
48824-0210

517/355-3300
FAX: 517/353-1935
www.reg.msu.edu

Current policy showing proposed change:

FINAL EXAMINATION POLICY

During the final week of each academic semester all courses shall meet for one 2-hour period at the date and time listed in the *Final Examination Policy and Schedule* on the Web at www.reg.msu.edu. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due *before* the final examination period scheduled for that course. Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean.

In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the *Final Examination Policy and Schedule*. Any deviations from the final examination schedule must be approved by the ~~Undergraduate Committee of the Assistant Deans Group~~ Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.

No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may take their class schedules to the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

The final examination schedule shall be systematically rotated so that the 2-hour period for each course will be scheduled at a different time each semester. This will also apply to common final examinations.

Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.

Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.

A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system; NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges immediately.

For information on examinations other than end of the semester, see the *Undergraduate Education* and *Graduate Education* sections of this catalog.

Rationale:

- Assistant/Associate dean approval is already required for all scheduling changes.
- It is assumed that affected students will be informed of the final examination schedule change by the instructor and will be allowed to take the final examination at a mutually agreeable time if the new final examination time conflicts with other final examinations already scheduled for the affected students' courses.
- The Office of the Registrar will approve and implement the schedule change only if:
 - the new scheduled time is on that, by virtue of the course meeting time, is unlikely to conflict with the scheduled final examination times for other courses.
 - An appropriate room is available.

Proposed Timeline:

Summer 2006

Implementation:

The phrase "deviations from this schedule must be approved by the Undergraduate Committee of the Assistant Deans Group" will be deleted from the *Academic Programs* catalog and from the Office of the Registrar website.

Colleges will be informed.