

MEMORANDUM

Date: August 1, 2007

To: Dr. Gary Whiting, President of Faculty Senate

From: Lisa Duncan Raines, University Registrar *LDR*
Dr. Bobbye Hoffman Bartels, Associate Dean for Liberal Learning *BHB*

Subject: Catalog statement on Final Examinations

We are seeking your approval of the following change in wording for the practice of handling of final examinations for students with multiple examinations in a 24-hour period:

Office of the Registrar Division of the *Catalog*, Final Examination section (p. 40, 0708 catalog):

Change the sentences "The University does not authorize re-examination nor will changes be permitted unless the student has examinations scheduled in four consecutive periods. If a student is forced by conflict to request a change, the request must be made through the department chair or instructor to the appropriate academic dean." to "The University does not authorize re-examination nor will changes be permitted unless the student has 3 or more examinations in a 24-hour period. To request a change, the request must be made to the instructor."

Note: Faculty seldom follow the practice stated in the catalog, but students reading the policy can feel bound by it and not approach the instructor for an accommodation.

This change will become effective with the fall 2007 final examinations.

Authorized Action:

☐ Approval ☐ Approval with Amendment (Details to follow.)

Gary Whiting, President of Faculty Senate

☐ Approval ☐ Approval with Amendment (Details to follow.)

Date

Mark Padilla, Provost

Date