

# PRP 3516 - Academic Examination Policy

Issued By: James K. Krause, Interim Provost and VPAA

Effective Date: Fall 2017

NOTES: Approved by CCAA, 12/26/83. Approved by RAX, 1/18/84. Defeated by RA 2/1/84. Amended and approved by RA, 4/4/84. Amended and approved by BUCC, 3/5/86. Reaffirmed by BUCC, 9/23/09. Reported to the Forum, 10/7/09. Revised by BUCC 9/7/2016. Presented to Forum on 9/28/2016.

1. Faculty shall give examinations during regularly scheduled classes as outlined by the approved University Calendar. The faculty are responsible for determining the length, frequency, form and content of all examinations within the guidelines listed below. Final examinations shall be given, where applicable, only during the designated Final Examination Week after the end of regularly scheduled classes and only at the designated time and place according to the Final Examination Schedule issued by the Registrar.
2. Faculty shall distribute in writing the requirements for each course within the first week of each academic term. ( See PRP 3264-Student Course Requirements and Progress Information). In these requirements final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade. No single exam, paper, project, or assignment shall have greater emphasis than the final examination. As a result of this condition, every course must use at least three evaluations for grading purposes.
3. Faculty shall give final examinations which are comprehensive in design, emphasizing subject matter presented over the entire term.
4. Faculty shall return and/or permit students to review all unit tests, quizzes, and other types of evaluations by the last regularly scheduled class in the term. In order to prevent an excessive build-up in the number of unit tests for each student during the last week of classes, faculty are advised to refrain from testing during that week.
5. The Final Examination Schedule shall be prepared by the Office of the Registrar with consultation of the faculty, if necessary, and approved by the Provost and Senior Vice President for Academic Affairs. Regularly scheduled final examination periods shall be 120 minutes in length.
6. The following restrictions are imposed on the scheduling of activities during the Final Examination Week.
  - a. Faculty are not required to be available to students for conference during the final examination week.
  - b. No extra-curricular activities or faculty-administrative activities shall be scheduled except with the consent of the individual involved.
7. The Andruss Library will remain open and other designated study areas will be made available during the Final Examination Period with expanded hours when possible.
8. Unless returned to the student all graded final examinations must be available for student review for at least the next full semester following the final examination.
9. No student shall be required to take more than two final examinations in one day. (See procedure outlined below for rescheduling of final examinations.)
10. Any exceptions to any of the above matters must be made on the basis of the procedures outlined below.
11. In case of non-compliance with the provisions of this policy, a student has the recourse of proper grievance procedures as established by the University and outlined in PRP 3592-Academic Grievance Procedure.
12. During Summer, Winter, and Special Sessions, the last class period of each course shall be designated as the final examination period with the time period for the examination not to exceed the length of the class period unless the arrangements have been worked out in advance and announced at the first meeting of the class.

## Procedures

1. Faculty who wish to schedule quizzes, tests or examinations at other times than during their regularly scheduled class periods during the term, may do so only if a make-up opportunity is made available to students. This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes. A faculty member shall not give an examination at a time other than during a regularly scheduled class period unless approval is first obtained from the majority of the

faculty members of his/her academic department. Except for abnormal circumstances, this approval should be granted by the end of the first week of classes and applies to the current semester only. Notification of this alternative arrangement shall be given to the appropriate college dean.

2. A faculty member who believes that the content of his/her courses does not lend itself to a scheduled final examination must obtain approval for an alternative arrangement from the majority of the members of his/her academic department and college dean. Notification of the approved arrangement shall be given to the office of the Registrar. Except for abnormal circumstances. This approval and notification shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.

3. To change the requirement specifying that final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade, there must be agreement for the change by the faculty member(s) in charge of the class, the majority of the members of his/her academic department, and the appropriate college dean. Except for abnormal circumstances, the approval and notification to students shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.

4. In order to change the time and place scheduled for a final examination, there must be agreement for the change by the faculty member(s) in charge of the class, 100% of the students in the class, and the appropriate College Dean. This change must be made by the middle of the semester. Student opinion in this matter shall be determined by secret ballot with the faculty member in charge of the vote. If for some reason a change is made in the time and date of a final examination that results in a student conflict, the faculty member shall arrange to provide a make-up opportunity during the Final Examination Period. (See below)

5. If the student has a scheduling conflict during the final examination period resulting in an excessive number of final examinations scheduled for one day, the following procedure for rescheduling the final examination shall apply and be completed by at least two weeks before the end of regularly scheduled classes.

Two of the scheduled examinations will be taken during the designated time according to the following priority:

1. courses offered by the major department;
2. additional required courses in the major program;
3. other courses.

The additional final examination(s) should be rescheduled at a time agreed upon by the faculty member and the student.

**POLICIES, RULES, AND PROCEDURES**

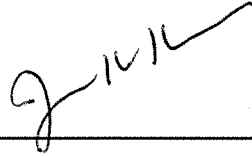
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NUMBER: 3516

BLOOMSBURG UNIVERSITY  
BLOOMSBURG, PENNSYLVANIA

TITLE: **Academic Examination Policy**

ISSUED BY: James K. Krause, Ed.D.  
Provost and Senior Vice President  
for Academic Affairs



EFFECTIVE DATE:

DISTRIBUTION: Website

INDEX:

LOG CONTROL CODE: 85158

DATE LOGGED: 8/24/2017

NOTES: Approved by BUCC 9/7/2016

Policy: **PRP 3516 - Academic Examination Policy**

Issued By: James K. Krause, Interim Provost and VPAA

Effective Date: Fall 2017

NOTES: Approved by CCAA, 12/26/83. Approved by RAX, 1/18/84. Defeated by RA 2/1/84. Amended and approved by RA, 4/4/84. Amended and approved by BUCC, 3/5/86. Reaffirmed by BUCC, 9/23/09. Reported to the Forum, 10/7/09. Revised by BUCC 9/7/2016. Presented to Forum on 9/28/2016.

Prior version of this policy

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2. Faculty shall distribute in writing the requirements for each course within the first week of each academic term. ( See PRP 3264-Student Course Requirements and Progress Information). In these requirements final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade. No single exam, paper, project, or assignment shall have greater emphasis than the final examination. As a result of this condition, every course must use at least three evaluations for grading purposes.
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6. The following restrictions are imposed on the scheduling of activities during the Final Examination Week.

- a. Faculty are not required to be available to students for conference during the final examination week.
  - b. No extra-curricular activities or faculty-administrative activities shall be scheduled except with the consent of the individual involved.
7. The Andruss Library will remain open and other designated study areas will be made available during the Final Examination Period with expanded hours when possible.
  8. Unless returned to the student all graded final examinations must be available for student review for at least the next full semester following the final examination.
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  10. Any exceptions to any of the above matters must be made on the basis of the procedures outlined below.
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### **Procedures**

1. Faculty who wish to schedule quizzes, tests or examinations at other times than during their regularly scheduled class periods during the term, may do so only if a make-up opportunity is made available to students. This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes. A faculty member shall not give an examination at a time other than during a regularly scheduled class period unless approval is first obtained from the majority of the faculty members of his/her academic department. Except for abnormal circumstances, this approval should be granted by the end of the first week of classes and applies to the current semester only. Notification of this alternative arrangement shall be given to the appropriate college dean.
2. A faculty member who believes that the content of his/her courses does not lend itself to a scheduled final examination must obtain approval for an alternative arrangement from the majority of the members of his/her academic department and college dean. Notification of the approved arrangement shall be given to the office of the Registrar. Except for abnormal circumstances. This approval and notification shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.
3. To change the requirement specifying that final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade, there must be agreement for the change by the faculty member(s)

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in charge of the class, the majority of the members of his/her academic department, and the appropriate college dean. Except for abnormal circumstances, the approval and notification to students shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.

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5. If the student has a scheduling conflict during the final examination period resulting in an excessive number of final examinations scheduled for one day, the following procedure for rescheduling the final examination shall apply and be completed by at least two weeks before the end of regularly scheduled classes.

Two of the scheduled examinations will be taken during the designated time according to the following priority:

1. courses offered by the major department;
2. additional required courses in the major program;
3. other courses.

The additional final examination(s) should be rescheduled at a time agreed upon by the faculty member and the student.

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ISSUED BY: Ira Blake, Ph.D. Interim Provost and Vice President for Academic Affairs <i>Ira K. Blake</i>	EFFECTIVE DATE: Spring 2010
	DISTRIBUTION: Website

INDEX:	LOG CONTROL CODE: 95365
	DATE LOGGED: 10/16/2009

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1. Faculty shall give examinations during the regularly scheduled classes of the scheduled classes of the academic year as outlined by the approved University Calendar. The faculty are responsible for determining the length, frequency, form and content of all examinations within the guidelines listed below. Final examinations shall be given, where applicable, only during the designated Final Examination Week after the end of regularly scheduled classes and only at the designated time and place according to the Final Examination Schedule.
2. Faculty shall distribute in writing the requirements for each course within the first week of each academic term. (See policy issuance 3264). In these requirements final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade. No single exam, paper, project, or assignment shall have greater emphasis than the final examination. As a result of this condition, every course must use at least three evaluations for grading purposes.
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5. The Final Examination Schedule shall be prepared by the Office of the Registrar with consultation of the faculty, if necessary, and approved by the Provost and Vice President for Academic Affairs. Regularly scheduled final examination periods shall be 120 minutes in length. Part of the final examination week shall include at least a one-day interval between the last full day of classes and the first day of scheduled examinations. This time shall be designated as the Reading Period.
6. The following restrictions are imposed on the scheduling of activities during the Final Examination Week.
  - a. Faculty are not required to be available to students for conference during the final examination week.

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- b. No examinations shall be scheduled during the Reading Period unless approved by the Provost and Vice President for Academic Affairs.
- c. No extra-curricular activities or faculty-administrative activities shall be scheduled except with the consent of the individual involved.
- 7. The Andruss Library will remain open and other designated study areas will be made available during the Final Examination Period with expanded hours when possible.
- 8. Unless returned to the student all graded final examinations must be available for student review for at least the next full semester following the final examination.
- 9. No student shall be required to take more than two final examinations in one day. (See procedure outlined below for rescheduling of final examinations.)
- 10. Any exceptions to any of the above matters must be made on the basis of the procedures outlined below.
- 11. In case of non-compliance with the provisions of this policy, a student has the recourse of proper grievance procedures as established by the University and outlined in policy issuance 3592.
- 12. During Summer Sessions, the last class period of each course shall be designated as the final examination period with the time period for the examination not to exceed 80 minutes unless the arrangements have been worked out in advance so that they can be announced at the first meeting of the class. Except in unusual circumstances, classes in six-week sessions shall have the final examination on the last day of the course. Final examinations for courses scheduled in three-week sessions shall be held during the last of the two class periods scheduled for the last day. Classes in the nine-week session shall hold final examinations on the last scheduled class day with the period extended to 80 minutes for that class.

## **Procedures**

- 1. Faculty who wish to schedule quizzes, tests or examinations at other times than during their regularly scheduled class periods during the term, may do so only if a make-up opportunity is made available to students. This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes. A faculty member shall not give an examination at a time other than during a regularly scheduled class period unless approval is first obtained from the majority of the faculty members of his/her academic department. Except for abnormal circumstances, this approval should be granted by the end of the first week of classes. Notification of this alternative arrangement shall be given to the appropriate college dean.
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circumstances. This approval and notification shall be made by the end of the first week of classes.

3. To change the requirement specifying that final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade, there must be agreement for the change by the faculty member(s) in charge of the class, the majority of the members of his/her academic department, and the appropriate college dean. Except for abnormal circumstances, the approval and notification to students shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.

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5. If the student has a scheduling conflict during the final examination period resulting in an excessive number of final examinations scheduled for one day, the following procedure for rescheduling the final examination shall apply and be completed by at least two weeks before the end of regularly scheduled classes.

The student should select two of the scheduled examinations to be taken during the designated time according to the following priority of choice:

1. courses offered by the major department;
2. additional required courses in the major program;
3. other courses.

The additional final examination(s) should be rescheduled with consultation of the relevant faculty on a mutually convenient time. Assistance in the rescheduling of examinations may come from such individuals as the student's advisor, department chairperson or academic dean.



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	TITLE: Academic Examination Policy	
ISSUED BY: <i>Larry W. Jones</i> Larry W. Jones, Provost and VPAA	EFFECTIVE DATE: May, 1986	DISTRIBUTION: H & F
INDEX:	LOG CONTROL CODE: 86158	DATE LOGGED: 3/6/86
	NOTES: Approved by CCAA, 12/26/83. Approved by RAX, 1/18/84. Defeated by RA 2/1/84. Amended and approved by RA, 4/4/84. Amended and approved by BUCC, 3/5/86.	
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This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes.

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	TITLE: Academic Examination Policy	
ISSUED BY: <i>JoAnne S. Growney</i> JoAnne S. Growney, Acting Provost and VPAA	EFFECTIVE DATE: August, 1984	DISTRIBUTION: H & F
INDEX: Examinations, Within-Term; Examinations, Final; Final Examinations	LOG CONTROL CODE: 84118	DATE LOGGED: 4/10/84
	NOTES: Approved by CCAA, 10/26/83. Approved by RAX, 1/18/84. Defeated by RA, 2/1/84. Amended and approved by RA, 4/4/84.	

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6. The following restrictions are imposed on the scheduling of activities during the Final Examination Week.
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This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes.

A faculty member shall not give an examination at a time other than during a regularly scheduled class period unless approval is first obtained from the majority of the faculty members of his/her academic department. Except for abnormal circumstances, this approval should be granted by the end of the first week of classes. Notification of this alternative arrangement shall be given to the appropriate college dean.

2. A faculty member who believes that the content of his/her courses does not lend itself to a scheduled final examination must obtain approval for an alternative arrangement from the majority of the members of his/her academic department and college dean. Notification of the approved arrangement shall be given to the Office of the Registrar. Except for abnormal circumstance, this approval and notification shall be made by the end of the first week of classes.
3. To change the requirement specifying that final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade, there must be agreement for the change by the faculty member(s) in charge of the class, the majority of the members of his/her academic department, the appropriate college dean. Except for abnormal circumstances, the approval and notification to students shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted as a Category I - Course Content Change.
4. In order to change the time and place scheduled for a final examination, there must be agreement for the change by the faculty member(s) in charge of the class, 100% of the students in the class, and the appropriate College Dean. This change must be made by the middle of the semester. Student opinion in this matter shall be determined by secret ballot with the faculty member in charge of the vote. If for some reason a change is made in the time and date of a final examination that results in a student conflict, the faculty member shall arrange to provide a make-up opportunity during the Final Examination Period. (See below)
5. If the student has a scheduling conflict during the final examination period resulting in an excessive number of final examinations scheduled for one day, the following procedure for

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rescheduling the final examination shall apply and be completed by at least two weeks before the end of regularly scheduled classes.

The student should select two of the scheduled examinations to be taken during the designated time according to the following priority of choice:

1. courses offered by the major department;
2. additional required courses in the major program;
3. other courses.

The additional final examination(s) should be rescheduled with consultation of the relevant faculty on a mutually convenient time. Assistance in the rescheduling of examinations may come from such individuals as the student's advisor, department chairperson or academic dean.