



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Academic Examination Policy

Policy Number 3516

Commonwealth University of Pennsylvania

Endorsed by the University Senate on 9/28/2016

Issued by James K. Krause, Ed.D., Provost and Senior Vice President for Academic Affairs as Policy 3516, effective Fall 2017

Responsible Office: Office of Academic Affairs

1. Purpose

This policy governs the administration of academic examinations at Commonwealth University of Pennsylvania, ensuring that examination practices are fair, clearly communicated, and consistent across all courses and academic terms.

2. Scope

This policy applies to all faculty and students at Commonwealth University of Pennsylvania in all academic terms, including the regular academic year, Summer Sessions, Winter Sessions, and Special Sessions.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **University:** shall mean Commonwealth University of Pennsylvania.

3.1.2. **Final Examination Week:** The designated period following the end of regularly scheduled classes during which final examinations are administered at the designated time and place according to the Final Examination Schedule issued by the Registrar.

3.1.3. **PASSHE:** The Pennsylvania State System of Higher Education.

3.2. Roles and Responsibilities

3.2.1. Faculty are responsible for determining the length, frequency, form, and content of all examinations within the guidelines of this policy.

3.2.2. The Office of the Registrar is responsible for preparing and issuing the Final Examination Schedule, with faculty consultation as necessary, subject to approval by the Provost and Senior Vice President for Academic Affairs.

3.2.3. College Deans are responsible for receiving notification of approved exceptions to standard examination scheduling procedures.

4. Policy

4.1. Within-Term Examinations

4.1.1. Faculty shall give examinations during regularly scheduled classes as outlined by the approved University Calendar.



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- 4.1.2. 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.)
- 4.1.3. In these requirements, final examinations shall be worth no less than twenty percent (20%) nor more than forty percent (40%) 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 (3) evaluations for grading purposes.
- 4.1.4. Faculty shall give final examinations which are comprehensive in design, emphasizing subject matter presented over the entire term.
- 4.1.5. 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.
- 4.2. **Final Examinations**
 - 4.2.1. 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.
 - 4.2.2. 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.
- 4.3. **Restrictions During Final Examination Week**
 - 4.3.1. Faculty are not required to be available to students for conference during the final examination week.
 - 4.3.2. No extra-curricular activities or faculty-administrative activities shall be scheduled except with the consent of the individual involved.
 - 4.3.3. 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.
 - 4.3.4. 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.
 - 4.3.5. No student shall be required to take more than two (2) final examinations in one day. (See Section 5.5 for rescheduling procedures.)
 - 4.3.6. Any exceptions to any of the above matters must be made on the basis of the procedures outlined in Section 5.
- 4.4. **Summer, Winter, and Special Sessions**
 - 4.4.1. 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 arrangements have been worked out in advance and announced at the first meeting of the class.



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4.5. Non-Compliance

- 4.5.1. 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.

5. Compliance and Enforcement

5.1. Procedures

- 5.1.1. Faculty who wish to schedule quizzes, tests, or examinations at times other 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.
- 5.1.2. 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.
- 5.1.3. To change the requirement specifying that final examinations shall be worth no less than twenty percent (20%) nor more than forty percent (40%) 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.
- 5.1.4. 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.



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5.1.5. 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 of choice:

- courses offered by the major department;
- additional required courses in the major program;
- other courses.

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

5.2. **Review Cycle**

5.2.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

5.2.2. All policy reviews will be conducted by the responsible division/office to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

6. **Additional Information**

6.1. **Supporting Documents**

6.1.1. PRP 3264 – Student Course Requirements and Progress Information

6.1.2. PRP 3592 – Academic Grievance Procedure

6.2. **History**

6.2.1. Approved by CCAA, 12/26/1983. Approved by RAX, 1/18/1984. Defeated by RA 2/1/1984. Amended and approved by RA, 4/4/1984. Amended and approved by BUCC, 3/5/1986. Reaffirmed by BUCC, 9/23/2009. Reported to the Forum, 10/7/2009. Revised by BUCC 9/7/2016. Presented to Forum on 9/28/2016. Issued as Commonwealth University Policy 3516, effective Fall 2017.

6.2.2. **Effective Date** –Fall 2017

6.3. **Related Policies** – See 6.1

6.4. **Contacts for Additional Information and Reporting**

Office of Academic Affairs

Commonwealth University of Pennsylvania