




UNIVERSITY OF  
**MARYLAND**  
UNIVERSITY SENATE

1100 Marie Mount Hall  
College Park, Maryland 20742-4111  
Tel: (301) 405-5805 Fax: (301) 405-5749  
<http://www.senate.umd.edu>

September 13, 2010

To: Nariman Farvardin  
Senior Vice President for Academic Affairs & Provost

From: Linda Mabbs   
Chair, University Senate

Subject: Recommendations Regarding Final Exam Scheduling Procedures (Senate Document #: 09-10-07)

The Senate Executive Committee (SEC) charged the Educational Affairs Committee with the following, "Evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day."

The Educational Affairs Committee reported back to the SEC at its meeting on May 14, 2010. They determined that they needed to conduct a survey of the affected students and evaluate those results prior to making their final decision. However, they did make the following recommendations regarding the current procedures for scheduling final exams:

- The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
- Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
- Other than the "non-standard" classes, students should be advised check their final exam schedule at the time of registration. If they do not wish to have 3 exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
- The committee recognizes that some students may not have enough choice in their schedules to avoid 3 exams in one day, and is working on a survey to collect information as to how many students actually consider the final exam schedule when selecting classes, how many could avoid the situation through alternate selection of courses, or how many choose to ignore the exam schedule when selection courses. After the survey is evaluated the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one

day.

- The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration.
- Although the Registrar's office could modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day, because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming to pull information from more than one system. In light of the fact that the new KUALI system is expected to solve this problem, we don't recommend that this additional programming be done for the current system but recommend that it be incorporated into the new registration system that will be released with KUALI.

The SEC would like to request that you consider the Educational Affairs Committee's recommendations. We would appreciate it if you could send us a report describing your actions regarding this request by May 1, 2011. Thank you for your attention to this request.