

**A PROPOSAL FROM THE COUNCIL ON ENROLLMENT AND
STUDENT PROGRESS TO CLARIFY THE ADMINISTRATION OF
FINAL EXAMINATIONS**

WHEREAS There is currently no requirement elsewhere in the faculty rules that students be provided with a syllabus, which is necessary to explain course objectives, assessment procedures, and examination schedules; and

WHEREAS The wording of rule 3335-8-19 mandates an examination in all courses except laboratory and seminar courses, regardless of whether an examination is necessary or appropriate; and

WHEREAS The wording of rule 3335-8-19 mandates the timing of this examination to be at the close of the course, regardless of whether an examination at that time is necessary or appropriate; and

WHEREAS The spirit of rule 3335-8-19 is to ensure that grades are given fairly, impartially, and on the basis of objective criteria; and

WHEREAS Faculty recognize that the purpose of setting aside a predetermined final examination period is undermined when students are burdened by examinations that are essentially comprehensive in nature but given during the last week of classes; and

WHEREAS The proposed revisions to rule 3335-8-19 exceed 50% of the original rule;

BE IT THEREFORE RESOLVED that the University Senate approve the proposal to rescind and replace rule 3335-8-19 amend rule 3335-8-20 with the following, and respectfully seek approval from the Board of Trustees

3335-8-19 ~~Course examinations.~~Student assessment.

(A) [new] Each course as defined in rule 3335-8-01 of the Administrative Code will have a syllabus to be provided to each student at the start of the course explaining how the student's performance will be assessed.

(B) ~~By~~At the close of each course as defined in rule 3335-8-01 of the Administrative Code, ~~an examination will be given on~~ the student's ~~performance capabilities~~ relative to the stated course objectives ~~will be assessed~~, the method of ~~assessment~~examining to be determined by the instructor or supervisor of the course. ~~Examinations in laboratory and seminar courses shall be optional with the instructor concerned.~~

(C) [new] In all terms with a designated final examination period, written in-class examinations given at the end of the term that are comprehensive in nature should be given only during that final ~~examination~~ period and administered pursuant to rule 3335-8-20. Written in-class examinations allowed during the last week of classes shall not exceed the scale, scope, duration and percent of grade of other examinations given in that class during the term, nor exceed 30% of the final course grade unless approved by the unit head. All examinations, papers and projects set for the last week of classes in a semester must be clearly assigned and scheduled in the instructor's syllabus. In a course where a final examination is the only written examination given during the term, that examination may not be given during the last week of classes, and must be scheduled during the final examination period and administered pursuant to rule 3335-8-20.

(Board approval date: 7/9/2004)

3335-8-20 Schedules for final examinations.

(A) Examinations administered during the final examination period for classes taught on the regional campuses and for classes whose enrollment is exclusively of students registered in the colleges of dentistry, law, medicine, optometry, pharmacy, and veterinary medicine will be scheduled by the offices of the regional campuses and of the colleges respectively. All examination schedules prepared outside the office of the university registrar shall, before publication, be cleared with the office of the university registrar which shall have the power to resolve all conflicts.

| (B) All other ~~final~~ examinations administered during the final examination period shall be centrally scheduled by the office of the university registrar. The official examination schedules shall be strictly adhered to by all instructors. Any deviation must first be approved by the appropriate university official (department chair, regional campus dean and director, or college dean) in consultation with the office of the university registrar, which shall have the power to resolve all conflicts. Final grades for graduating students must be submitted electronically to the office of the university registrar by the deadlines established by that office.

(C) In performing its scheduling function the office of the university registrar shall limit individual examinations to two-hour duration and the total examination period to no more than five days.

(Board approval dates: 8/1/1997, 12/5/2003, 12/2/2005)