

Routing #10 74-75

74-75

Proposed Academic Calendar 1975-76

Resolution # 10
1974-1975

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on November 4, 1974
(Date)

RE: X I. Formal Resolution (Act of Determination)
 II. Recommendation (Urging the fitness of)
 III. Other (Notice, Request, Report, etc.)

SUBJECT: Proposed Academic Calendar 1975-76

(See attached)

Signed *Alan Zidlovich* Date Sent 11/6/74
(For the Senate)

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date 12/12/74
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

- II, III. a. Received and acknowledged
- b. Comment:

DISTRIBUTION: Vice-Presidents: *Candall, Linnaine, White, Tolson*
Others as identified: *Banks, Tolson*

Distribution Date: _____

Signed *Albert W. Brown*
(President of the College)

Date Received by the Senate: DEC 18 '74

12/10/74

PROPOSED ACADEMIC CALENDAR 1975-76

FALL SEMESTER 1975

Tuesday, September 2 Final Registration
Wednesday, September 3, 8:00 a.m. Instruction begins
Thursday, October 23 Midterm
Wednesday, November 26, Noon Thanksgiving recess begins
Monday, December 1, 8:00 a.m. Instruction resumes
Tuesday, December 16, 12:15 p.m. Regular course schedule ends
Tuesday, December 16, 12:30 p.m. Final examination period begins
Saturday, December 20, 12:15 p.m. Final examination period ends
Tuesday, December 23, 4:30 p.m. Grades due from Faculty

SPRING SEMESTER 1975

Friday, January 25 Final registration
Monday, January 28, 8:00 a.m. Instruction begins
Wednesday, March 17 Midterm
Saturday, March 20, Noon Spring recess begins
Monday, March 23, 8:00 a.m. Instruction resumes
Saturday, May 10, Noon Regular course schedule ends
Monday, May 17, 8:00 a.m. Final examination period begins
Friday, May 21, 12:15 p.m. Final examination period ends
Sunday, May 23 Commencement
Wednesday, May 26, 4:30 p.m. Grades due from Faculty

Pursuant to the responses made by those represented by the Faculty Senate and in accordance with the Chancellor's guidelines for development of the campus instructional calendar, the Long-Range Planning Committee recommends the adoption of the following changes in the "Faculty Policy on Examination at the End of the Semester" effective September 2, 1975, for one year:

- (a) Delete the first sentence of Section 2 and replace by "No examinations may be given during the last week of classes, with the exception of those classes noted in Section 5, as amended. An instructor may schedule an examination during the last week provided that the students enrolled in the course shall consent by a unanimous vote";
- (b) Add to first sentence of Section 3:
"with the exception of those classes noted in Section 5, as amended;"
- (c) Delete Section 5, paragraph 1, sentence 1.
- (d) Delete Section 5, paragraph 2 and replace by "Examination periods shall be two hours in length. They shall commence at 8:00 a.m., 10:15 a.m., 12:30 p.m., 2:45 p.m., and 5:00 p.m.";
- (e) In Section 5, paragraph 4, sentence 1 replace "Seven" by "Five",
- (f) Delete Section 5, paragraph 5 and replace by:
"Evening classes shall have their final examinations scheduled on their normal class meeting day during the final examination period at 7:15 p.m. and Saturday classes will have their final examinations scheduled at their normal class meeting time during the final examination period, with three exceptions: Monday evening Fall Semester 1975 classes shall have their final examination scheduled at their usual meeting time on Monday, December 15, Friday evening Spring Semester 1975 classes shall have their final examination scheduled at their usual meeting time on Friday, May 15, and Saturday Spring Semester 1975 classes shall have their final examination scheduled at their usual meeting time on Saturday, May 15."

Faculty Policy on Examination at the End of the Semester
November 1970

1. Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examination(s), subject to such regulation as his department may deem necessary. Specifically he may determine that no examination is required.
2. No examinations may be given during the last week of classes, except that an instructor may schedule an examination during the last week provided that the students enrolled in the course shall consent by a unanimous vote. Also, take home examinations, term papers, and term projects may be scheduled with a due date during the last week of classes or during the examination period.
3. All end-of-the-semester examinations (whether of the comprehensive "final" type or of the "last unit" type) shall be given during the period designated in the academic calendar for examinations, according to a schedule published as a part of the regular class schedule.
4. Changes from the published schedule may be made only under extremely unusual circumstances, and then with the majority consent of the students enrolled in the course, and with the approval of the appropriate Dean of the Faculty. Clearance of the physical arrangements will be made with the Dean for Operations. When a change from the examination schedule is necessary, the instructor is obliged to notify his students of the re-scheduling at the earliest possible date.
5. The examination period shall consist of six calendar days (until such time as the faculty shall determine more time is necessary). Examinations will be scheduled according to normal class meeting times and places. (Thus all classes normally meeting MWF 9 will be examined at the same time and in their usual meeting rooms.)

Examination periods shall be not more than two hours in length. They shall commence at 8:00 a.m., 10:30 a.m., 1:00 p.m., and 3:30 p.m.

Multiple section courses having a common class meeting will be examined during the examination period assigned for the common meeting time. (Thus four sections of a course meeting together only F 10 would be examined during the period assigned for MWF 10 classes.)

Multiple section courses for which a single examination is required of all sections may be examined according to the meeting times of the several sections, or a request may be made for special scheduling. Seven examining periods will be reserved for the scheduling of such multiple section courses. Requests for multiple section course examination scheduling will be made at the time the course is requested to be listed in the class schedule. Preference will be given to courses with large enrollments.

Late afternoon, evening, and Saturday classes will have examinations at their first regularly scheduled meeting time during the examination period.

6. Students with conflicts, and students with more than two examinations in one day or more than three examinations in two days, shall have the right to postpone and reschedule a conflicting examination. Students are expected to consider their examination schedule at registration time and to avoid conflicts as much as possible.

The conflict must be verified by the Associate Dean for Operations, after which the examination will be rescheduled at a time mutually agreeable to the instructor and the student. The examination to be rescheduled will normally be the examination in the course having the smaller enrollment. One period on the last day of the examination period shall be reserved for the resolution of conflicts which cannot otherwise be resolved.

7. The committee on academic calendar shall have the responsibility to permute the examination schedule so that no particular class meeting time has a continually favored or disfavored examination period assigned.
8. This policy shall take effect in the Fall term of 1971, if approved prior to January 30, 1971. If approved after that date, it shall take effect in the Spring term, 1972.