



### Resolution Policy

	Action Item
X	For Information Only

**Date:** September 16, 2016

**RE:** Senate Resolution 160916-1

### RESOLUTION TO IMPROVE THE FINALS SCHEDULE

The following suggestions made by the University's Scheduling Committee are for improving the final exam schedule on the Glassboro campus: SUGGESTIONS FROM THE UNIVERSITY SCHEDULING COMMITTEE: 1) The current finals schedule will be replaced by designating the last seven calendar days of a semester as the official "Finals Week," which will follow the same class meeting schedule as the prior weeks of the term. (No finals will be scheduled on the Sunday of the last seven calendar days of the semester.) 2) Finals will be offered during "Finals Week," during the normal class meeting period (or periods). For classes with multiple meeting days per week, instructors may choose to use any one or all of the periods to administer final exams/activities. 3) Combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule will be scheduled on the Saturday of the "Finals Week." 4) Pilot this new "Finals Week" for at least one Spring/Fall term, and review feedback, making changes where necessary.

**DETAILS OF FINALS SCHEDULING 10 PROBLEM TO BE SOLVED:** Rowan's student population has grown substantially, which has created difficulty in assigning physical classroom space for finals, and providing a positive finals environment, following the current finals schedule. The current finals schedule assigns classes to finals time blocks that do not match the meeting patterns of the course, resulting in student and faculty confusion, and in some cases, student and faculty conflicts with other final exams in other classes. Also, with exams often scheduled at different days/times than the class meeting pattern, student work schedules and availability to be on campus are affected.

**GUIDELINES:** The University Scheduling Committee believes it is necessary to revamp the finals process to provide an improved academic environment for student success. To achieve this objective, the finals schedule would be reworked to follow the current scheduling time slots and guidelines, (as addressed previously by the committee and the subsequently Senate-approved revised scheduling procedure - the goal for the committee was to make a scheduling system that was fair, flexible, and dynamic and would spread classes equitably across approved schedule time slots). The Committee also wants to ensure that

faculty members without specialized finals requirements (combined sections, requests for more time, etc.) know their final exam assignments prior to the start of the semester, and where possible, that students have access to any specialized finals requirements prior to course registration. These changes would apply to the Glassboro campus only.

**ASSIGNING FINALS SLOTS:** Final Exams, (those without special requirements), will be offered in each section's department approved, assigned classroom, in the last week of the term. Finals may occur during any one or all of that section's meeting periods of the week. (Double-period sections already include potential for extra exam time, under this new system.) Like the current final exam schedule, student exam conflicts, (which in a new system should be almost completely eliminated), would be worked out between student and faculty, and an appropriate make-up exam period offered, within the final week of classes. The official conflict day for Finals Week will be Saturday.

**DEPARTMENT OF UNIVERSITY SCHEDULING RESPONSIBILITIES:**

1. Collect information from departments (ideally, before student registration begins) regarding class sections with special final exam requirements, and assign exam days/times/rooms to meet those special needs. (All other finals, occurring during a course's standard meeting periods, will not need to be coded in Banner.)

**ACADEMIC DEPARTMENT CHAIRS RESPONSIBILITIES:**

1. Approve individual faculty requests for any special final exam requirements, and transmit this approval to University Scheduling

**TIMELINE FOR FINAL EXAM SCHEDULING UNDER THE PROPOSED SYSTEM:**

A detailed finals calendar will be provided to colleges/departments prior to the beginning of the scheduling process for a given semester. The goal of the finals calendar will be to provide departments and colleges with ample time to complete their scheduling responsibilities while also attempting to set the schedule early enough for the university.

**OLD SCHEDULE:**

**FINAL WEEK ACTIVITY SCHEDULE -- Spring 2016**

Faculty are encouraged to provide an end-of-course learning experience for every course. The faculty are encouraged to utilize the time set aside during the final week as published in the Schedule of Courses. Times are provided for every class, and normal meeting times are used for evening classes. "Common examination" times must be arranged with University Scheduling. If a faculty member does not give a final examination at an officially allotted time during final week, he/she is required to use that time for instructional purposes. All efforts will be made to schedule once-per-week double period courses on their normal meeting day, and as close to normal meeting time as possible. Evening classes shall meet during final week at the regular times for the purposes of either a final exam or other instructional activity.

**Tuesday, May 3, 2016** For classes with meeting pattern T/R or T/R/F at 8:00am..... 8:00am - 10:00am  
For classes with meeting pattern T/R or T/R/F 9:30am .....10:15am - 12:15pm

For classes with meeting pattern T/R or T/R/F 12:30pm .....12:30pm - 2:30pm  
For classes with meeting pattern T/R or T/R/F 2:00pm ..... 2:45 pm – 4:45pm  
For classes with meeting pattern T/R or T/R/F 5:00pm .....5:00pm - 7:00pm

**Wednesday, May 4, 2016**

For classes with meeting pattern M/W or M/W/F at 8:00am ..... 8:00am - 10:00am  
For classes with meeting pattern M/W or M/W/F at 9:30am .....10:15am - 12:15pm  
For classes with meeting pattern M/W or M/W/F at 12:30pm.....12:30pm - 2:30pm  
For classes with meeting pattern M/W or M/W/F at 2:00pm.....2:45pm - 4:45pm  
For classes with meeting pattern M/W or M/W/F at 5:00pm. ....5:00pm - 7:00pm

**Thursday, May 5, 2016**

Conflict time.....8:00am - 10:00am  
For classes with meeting pattern T/R or T/R/F at time 11:00am..... 10:15am – 12:15pm  
Conflict time.....12:30pm - 2:30pm  
For classes with meeting pattern T/R or T/R/F at 3:30pm .....2:45pm - 4:45pm

**Friday, May 6, 2016**

For classes with meeting pattern W/F at 8:00am ..... 8:00am - 10:00am  
For classes with meeting pattern W/F at 9:30am .....10:15am - 12:15pm  
For classes with meeting pattern W/F at 11:00am .....12:30pm - 2:30pm  
For classes with meeting pattern W/F at 12:30pm .....2:45pm - 4:45pm

**Saturday, May 7, 2016**

Conflict time.....8:00am - 10:00am  
Conflict time.....10:15am - 12:15pm  
Conflict time..... 12:30pm – 2:30pm  
Conflict time..... 2:45pm – 4:45pm

**Monday, May 9, 2016**

Conflict time.....8:00am - 10:00am  
For classes with meeting pattern M/W or M/W/F at 11:00am .....10:15am - 12:15pm  
Conflict time.....12:30pm - 2:30pm  
For classes with meeting pattern M/W or M/W/F at 3:30pm..... 2:45pm – 4:45pm

If the University is closed during finals week due to inclement weather, the faculty member should reschedule the exam during any available conflict time. If the closure happens on the final Monday, make up exams may be rescheduled for: Tuesday, May 10, 2016 from 8 – 10 am. \*For all classes that meet once a week, 5:00pm -7:45pm, the Exam time will be 5:00pm -7:00pm. \*For all classes that meet 6:30pm , the Exam time will be 7:00pm -9:00pm.

\*For all classes that meet 8:00pm, the Exam time will be 9:00pm -11:00pm. Times Tuesday, 05/03  
Wednesday, 05/04 Thursday, 05/05 Friday, 05/06 Saturday, 05/07

**PROPOSED NEW FINALS SCHEDULE:**

The proposed new schedule would follow a course's regular meeting patterns, so no special grids or charts would be necessary. Any sections with special final exam requirements, which have been approved by the respective academic department, would be coded in Banner and appear on the Section Tally, so students are aware that the specific section has a non-standard final exam timeslot.

Finals begin on different days of the week each term, depending on how the calendar falls. This example begins on Monday but can be used for a start on any day of the academic week (M-S). Under the new proposal, the last seven calendar days in the semester would be designated "Finals Week" and finals would be held during the normal class meeting patterns. Saturdays will be used for Saturday classes, as well as combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule for practical/pedagogical reasons

Office of University Senate  
Campbell Library  
201 Mullica Hill Road  
Glassboro, NJ 08028

856-256-4515  
[rowan.edu/senate](http://rowan.edu/senate)