

Creighton College of Arts & Sciences

CCAS Faculty Procedure for Common Final Exam Times

Passed by Faculty Senate May 3, 2022

Rationale.

While under the purview of the Office of the Registrar to assign final exam times for all courses, there may be occasions when faculty wish to offer common final exam times for courses within a specific department. The policy is meant to balance space resources and student schedules with departmental needs.

Scope.

This Policy applies to all teaching faculty in the College of Arts and Sciences, including part-time employees, who utilize classroom space on Creighton's Omaha campus.

Definitions.

None.

Policy.

If the final activity of a course requires the students to be present, as in the case for the administration of an in-class final examination, ***faculty must adhere to the Registrar's all-University final examination schedule*** posted on the Registrar's website <http://my.creighton.edu/registrar/>. The Registrar's schedule is designed to minimize final exam conflicts, although it cannot completely eliminate them.

However, if faculty with the same course number want to request a common final exam time, they can do so **ONLY** if the following standards are met:

1. Requests for a common final exam time must be made at least four weeks prior to the start of the semester in which the common final exam will be given.
2. Final exam to be offered must be identical for all students and appropriately proctored.
3. Failure to have a common final exam time could impact the exam integrity (i.e., the final exam components require more time than is typically allotted for a final exam).
4. Department sponsoring the course is willing to consider a final exam time outside the Registrar's all-University final examination schedule (in order to accommodate other exams in the College).

Procedure:

The request for common final exam times can be denied for two reasons: 1. On its merits, or because it does not meet the qualifications laid out above. In this case, the denial will come from the chair or the Associate Dean. 2. Logistic considerations, including lack of space or time that is already taken up by other common final exams. In this case, the denial will come from the Office of the Registrar.

Teaching faculty desiring a common final exam time must first assure that the request is meritorious. As such, they must first make the request for a common final exam time to their department chair, who can deny the request, ask for clarification, or forward the request to the appropriate Associate Dean. The Associate Dean shall also review the request on its merits, and can also deny, modify or communicate with the Office of the Registrar regarding the request as soon as possible to determine its logistic feasibility. The Office of the Registrar has the right to approve or reject such a request based on logistical considerations such as class size, conflicts with other scheduled exams, etc. After discussion, the Associate Dean will communicate the decision to both the teaching faculty requesting the time and the commensurate departmental chair.

Common final exam times that are already in existence (or have been previously approved) are assumed to continue in subsequent semesters unless the department indicates otherwise, or unless it is replaced with another course through the appeals process (outlined below).

Should a new request for a common final exam time be denied based on logistic considerations, an appeal could be submitted for the subsequent semester. In this instance, the Faculty Senate president shall convene an ad hoc committee with appropriate divisional representation to determine priority among ALL common exam times (including those already approved). Appeals should be submitted to the Dean's office, who will work with the Faculty Senate president to bring them to the ad hoc committee, and based on the committee's recommendation, work with the Registrar's office to identify which common final exams should take priority for time and space. The final decision will be communicated to the affected departments by the Associate Dean.

