

(As approved at the senate meeting on 5 November 2001.)

University Committee and University Academic Planning Council Recommendation to Amend the Faculty Policy on Conflicts Between Daytime Courses with Evening Exams and Evening Courses

During 2000-01, it came to the attention of the University Committee that a number of students enrolled in evening classes were experiencing conflicts with the evening examination schedules of daytime classes in which they were also enrolled. The University Committee asked the University Academic Planning Council (UAPC) to contemplate whether there might be mechanisms to lessen or alleviate the conflicts that arise when students who are enrolled in evening classes have conflicting mid-term examinations.

The existing faculty legislation (from Faculty Document 475) was adopted by the Faculty Senate on 10 March 1982, when the number of evening courses was significantly less.

Establish two evening examination periods for daytime courses that require evening examinations. The first will be a 90-minute period from 5:30-7:00 p.m. to accommodate examinations of 90 minutes. Examinations can begin any time before or during this period as long as they end no later than 7:00 p.m. The second period will begin at 7:15 p.m. and will accommodate longer exams. Exceptions to this general policy may be authorized by the academic vice chancellor. Instructors of daytime courses who plan to give evening mid-term examinations must make a request to footnote that fact in the Timetable so that students will be aware of potential conflicts with evening courses or other commitments. Whenever possible, times and/or days of evening examinations should also be footnoted. Instructors who schedule evening examinations should make every possible effort to accommodate students with unavoidable conflicts.

An analysis solicited by the UAPC shows that about 20% of courses carry a footnote indicating that they do or may have evening exams. After some discussion, the UAPC generally agreed that problems arise when instructors are inflexible about offering alternatives to the evening exams that conflict with evening courses even though the 1982 policy does call for instructors to make “every possible effort to accommodate students with unavoidable conflicts.” UAPC members thought that in such cases the flexibility should be on the part of the instructor of the daytime course who has scheduled an evening exam rather than on the part of the instructor of the evening course. It also felt that better dissemination of the 1982 policy and development of some language to describe or specify what “accommodate” means in this policy might be useful in resolving some of these conflicts when they arise.

To increase awareness of the policy, the Office of Timetable and Classroom Scheduling has agreed to resume printing this policy in the Timetable similar to what was done in the 1982-83 academic year.

Council members also recommended specific language to be added to the existing policy so that it is more explicit. The University Committee concurs with this recommendation and moves adoption of the following amendment to the end of the above policy:

It is the instructor’s responsibility to assure that all students with conflicts between daytime courses with evening exams and evening courses are treated fairly and without penalty. If a scheduling conflict exists between the evening exam of a daytime course and a regularly scheduled evening course, then the evening course takes precedence over the exam.