

<i>Policy: Faculty</i> <b>Examination and Major Assignment Restriction</b>	<i>Issued:</i> 10/12/2010	<i>Revised:</i>	<i>Page 1 of 2</i>
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When used within this policy statement, the term “major assignment” means a high stakes competency performance activity, or an assessment of similar intensity. It is not intended to include quizzes over focused areas of course content or in-class active learning activities of limited scope. Courses that meet for 12 or fewer weeks are exempted from this policy. All clinical/experiential courses are exempted from this policy regardless of length.

#### Professional Meetings and School Holidays

The School supports student engagement in their profession through involvement in professional organizations. Major exams and/or course assignments are not to be scheduled on the day(s) during and the School day prior to and following approved national meetings. A maximum of one national meeting per year per professional program will be considered under this policy. The specific national meeting that activates this exemption within each program will be selected and approved by the program faculty. This policy neither negates nor supersedes faculty-implemented course attendance policies. Students wishing to participate in professional meetings should revisit the attendance policies of the courses in which they are enrolled and/or consult with their instructors prior to making participation decisions.

The School also supports students focusing on family and religious observances during University designated recesses designed to commemorate special holidays. Major exams and/or course assignments are not to be scheduled on the day(s) during and the first School day following University-scheduled Thanksgiving and Easter recesses. Examinations and major assignments may not be respectively administered or due during fall and spring semester breaks.

Faculty whose courses meet once per week and who are adversely affected by this policy may appeal to their Department Chair for an exemption. Exemptions should be reported by the Department Chair to the Associate Dean for Academic and Student Affairs.

#### Final Examinations

Instructors are expected to give their course final examination during the University-scheduled final examination week. No more than two final examinations can be scheduled during one day during final examination week. Instructors are encouraged to communicate at the beginning of each term with the School’s Office and Academic and Student Affairs (OASA) regarding special needs related to final examination(s). Assigned final examination periods are to be used only for the administering of

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examinations or the evaluation of final graded projects/assignments, not for content delivery, course/instructor evaluation, or other non-graded activity.

Students need to be able to adequately prepare for final examinations. It is expected that examinations and major assignments will not be scheduled on the Thursday and Friday (dead days) prior to the University-scheduled final examination week. In the event that a program-based semester comprehensive examination(s) (practical or didactic) is scheduled for one or more dead day(s) prior to finals week, course final examinations for the upcoming final examination week shall be delayed one day for each dead day used by a program. In all cases, students must have one dead day available for preparation prior to a first take program-based comprehensive examination. The program faculty has the prerogative to suspend classes on the day prior to a comprehensive program-based semester comprehensive examination.

*Approved by the Bylaws, Policies, and Procedures Review Committee on 7/22/10*

*Approved by School faculty on 10/12/10*