



TO: SUNY Cortland Faculty

FROM: Dr. Chris Widdall
Chair, Educational Policy Committee

DATE: April 20, 2021

RE: Review of section 414.03 Examination Policies College Handbook

The Educational Policy Committee (EPC) is proposing a change in language to the 415.03 Examination Policies of the College Handbook.

Rationale:

This current section of the College Handbook had not been revised since 1972 and 1977 causing some confusion and/or non-existent practices, given the current educational landscape.

415.03 EXAMINATION POLICIES

Final examinations are required.

An instructor may request exception to this policy from the department chair. The chair may grant such request if: (1) the nature of the course makes such action desirable; or (2) an adequate series of other evaluation procedures is substituted. An instructor may have a policy of exempting students who meet specified criteria from final examinations: the policy and criteria shall be stated and placed on file with the department chair.

Final examinations or last examinations of the course are given during final examination week (except for examinations in quarter courses, which end in the middle of the semester.)

No examinations, quizzes, or tests of any type should be given during the last week of classes prior to the published final examination week. Any deviation from this policy must be approved in advance by the appropriate department chair and school dean.

(Approved by the Faculty Senate Feb. 11, 1977; subsequently approved by Vice President Corey)

415.03 EXAMINATION POLICIES**Final Examination or Evaluation Requirements**

Some form of final examination or evaluation is required during the published final examination time period for students in all courses other than those listed as exempt below.

The final exam period is noted on the official academic calendar and a standard schedule is published on the Student Registration and Record Services site. Faculty are expected to adhere to the schedule.

Additionally, no examinations, quizzes, or tests of any type should be given during ~~week~~ the final five full teaching days of classes prior to the published final examination time period.

Exempt Courses

The following course types are exempt from the examination policy requirement due to their format. Specifically, instructors of exempt courses are allowed to have final exams or evaluations during the final five full teaching days or the final exam period, or the instructor may determine no final examination or evaluation is necessary.

The following course types are exempt:

- Quarter or Shorter-Term Courses
- All Cortland Experience Courses
- Asynchronous Online Courses
- Laboratory Sections or Courses and Recitations
- Workshops
- Studio
- Performance / Recital / Practice
- Activity
- Internship / Fieldwork / Student Teaching
- Research / Directed Study / Independent Study
- Locally Offered International Experiences (Overseas/Abroad)

<p>A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years the examinations shall be returned to the appropriate staff members.</p> <p>Each instructor, after receiving approval of his/her examination policy from his/her chair, shall inform each class of the course requirements and grading procedures by the end of the first full week of classes. Persons</p>	<p>Additional Exam Policy Exceptions</p> <p>An instructor may request exception to this policy from the department chair. The chair may grant such request if: (1) the nature of the course makes such action desirable; or (2) an adequate series of other evaluation procedures is substituted.</p> <p>An instructor may have a policy of exempting students who meet specified criteria from final examinations or evaluations: the policy and criteria shall be stated and placed on file with the department chair.</p> <p>When appropriate the department chair and school dean may establish a policy allowing exceptions for identified course exams or evaluations. Such policies must be kept on file with the department chair.</p> <p>Any deviation from this policy must be approved in advance by the appropriate department chair and school dean.</p> <p>Retention and Disposal of Graded Examinations</p> <p>A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years the examinations shall be returned to the appropriate staff members.</p> <p>All instructors will maintain a copy (paper or electronic) of all final examinations. Examination material shall be kept and then disposed of in accordance with the State-Operated Campuses policy for Records and Retention and Dispositions (SUNY.edu). Guidance is noted within Appendices under Academic Affairs and Instruction.</p> <p>All graded examination material not yet returned to students should be kept by instructors for a period of one year beyond the semester in which a course is taught.</p> <p>Instructors who will not return for the following semester(s) should leave examination material with the department chairperson at the end of the course after grades have been submitted. Retention and disposal should be maintained in accordance with instructor guidelines.</p> <p>Each Instructors, after receiving approval of his/her their examination policy from his/her their chair, shall inform each class of the course requirements and grading procedures by the end of the first full week of classes. Persons in the class shall be informed of</p>
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<p>in the class shall be informed of policies on:</p> <ol style="list-style-type: none"> 1. examinations and other evaluation procedures 2. exemption from examinations 3. make-up of examinations <p>All such policies shall reflect current SUNY Cortland policy.</p> <p>A student may request an adjustment in his/her final examination schedule if</p> <ul style="list-style-type: none"> • there is a conflict in his/her examination schedule • the student is scheduled for more than two examinations in any one day • the student has a verified illness or other emergency. <p>Requests for adjustment shall follow procedures established and published by the Registrar.</p> <p>No make-ups for final exams shall be given except for students who are officially excused or who have been verifiably excused by a physician.</p> <p>The student shall have the right to appeal decisions resulting from these policies to the chair of the department, the associate dean</p>	<p>policies on:</p> <ol style="list-style-type: none"> 1. examinations and other evaluation procedures 2. exemption from examinations 3. make-up of examinations <p>All such policies shall reflect current SUNY Cortland policy.</p> <p>A Students may request an adjustment in his/her their final examination schedule if:</p> <ul style="list-style-type: none"> • there is a conflict in his/her their examination schedule • the student is scheduled for more than two examinations in any one day • the student has a verified illness or other emergency. <p>Requests for adjustment shall follow procedures established and published by the Registrar. Students with anticipated conflicts may request an adjustment to their final examination schedule no later than 10 business days prior to final examination time period. Instructors are permitted to offer an alternate examination time for individuals who have time conflicts or more than two exams in a day if an alternate time is practical. Room reservations for alternate individual or small group exams may be made directly via the campus room scheduling system. Students who are officially excused due to an emergency situation or via a verifiable excuse by a physician, are exempt from the 10-day requirement.</p> <p>In the event that an alternate time cannot be provided by the instructors, the student shall contact the Dean's Office. The school dean or associate dean will make an adjustment after consulting with the faculty members and chairs. Exams rescheduled during alternate, common or non-standard times shall be prioritized for adjustment.</p> <p>No make-ups for final exams shall be given except for students who are officially excused or who have been verifiably excused by a physician.</p> <p>The student shall have the right to appeal decisions resulting from these policies to the chair of the department, the associate dean of the school or the provost.</p> <p>(Approved by the Executive Council April 11, 1972)</p>
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<p>of the school or the provost.</p> <p>(Approved by the Executive Council April 11, 1972)</p>	<p>New Approved information will be added.</p>
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