

**Final Exam Scheduling – Revised Process**  
***Effective with the Fall 2014 Final Exam Schedule***

*Current Practice*

- Department schedulers submit final exam information with course information for the term (January for fall; August for spring).
- Initial (but incomplete) final exam schedule is published prior to enrollment.
- Departments make changes continuously, from publication through the week of finals.

*Concerns*

- Information is requested early, resulting in the following challenges:
  - Departments do not submit final exam information at deadlines; those who try to submit the information on time often ask for exceptions or express concerns about accuracy.
  - Faculty have yet to determine whether exams will be held because syllabi aren't finalized.
  - Departments do not review final exam schedules when asked because it is too early for the review to be effective.
- Because the schedule is published so early, there are many course and final exam changes, resulting in the following:
  - Difficult and time consuming to maintain final exam changes based on changes to course day, time, or location, resulting in potential exam conflicts and double bookings in the same room.
  - Exam information that is published isn't reliable, and faculty and students make end of semester travel plans or other commitments based on unreliable information.
  - Faculty and student confusion and conflicts due to poor communication of changes.
- For exceptions, exam conflicts are harder to avoid because registration information isn't available when exceptions are processed. If the bulk of students were registered prior to the publication of the exam schedule, the Office of the Registrar would be able to query for and avoid significant conflicts.
- Exam information isn't readily available in the class schedule, and HUB does not prevent registration based on an exam conflict. As a result, students (and advisors) are not using final exam information to determine their registration, as was the original intention of early publication.
- We are unable to publish the course schedule and a finalized final exam schedule concurrently because both are manual, labor intensive processes. Separating the two would enable initial publication of a more complete final exam schedule.

*New Practice and Schedule* – We feel this would address the concerns with the current approach by providing a more accurate final exam schedule with reasonable time for faculty and students to prepare for the semester.

Semester	Requests Due	Dept Review	Publication	Finalized *
Fall	July 15	August 15	One week prior to start of term	Friday of first week of classes
Spring	December 15	January 15		

\* Changes after the finalized date require signature from all students registered in the course. If signature collection is unduly onerous, instructors must provide alternate arrangements for students unable to take the exam at the revised time.