PURPOSE

The University of Minnesota College of Pharmacy uses a coordinated process for scheduling exams to facilitate an educational environment that optimizes student learning.

EXCLUSIONS

Exams offered during finals week are excluded from this document.

The following exclusions apply to Procedure 1, section V only:

I. Elective Courses
II. Online exams given over an extended window of time
III. Rescheduled exams
   a. Canceled class (i.e. weather emergencies or University closure)
   b. Excused absences
REASON FOR PROCEDURE

I. The College aspires to create an educational environment that facilitates consistent opportunities for students to optimally learn course material.

II. The College seeks to establish an academic atmosphere that encourages knowledge retention.

III. This environment promotes the development of confident, knowledgeable, and competent pharmacy students who are prepared to apply foundational and novel information when making patient care decisions as health care providers.

IV. Exams require the highest level of attention. Therefore, the College strives to promote and facilitate adequate preparation for exams.

V. The College advocates student attendance at pharmacy events and conferences, and recognizes their value in the professional development of students.

VI. The College seeks to accommodate student involvement in professional pharmacy events and conferences.

PROCEDURES

PROCEDURE 1
Coordinated process to prevent multiple exams on one day:

I. There is a recommended maximum of one exam per day.

II. Integrated Curriculum Operations (ICO) staff will contact course instructors and request exam dates one to two months prior to the start of the semester.

III. ICO staff will record all scheduled exams on the Semester Exam Calendar.

IV. Course instructors are expected to consult the Semester Exam Calendar when scheduling exams.

V. If a submitted exam date coincides with an exam scheduled for a different required course, ICO staff will initiate a conversation between the involved course instructors through email correspondence, cc’ing class representatives, class advisors, and the Office of Student Services (OSS), to request that one of the exams be rescheduled to another day.
VI. No exams will be scheduled over the lunch hour (12:15 PM - 1:15 PM). Exams scheduled outside of designated class time follow the University of Minnesota Scheduling Examinations Policy.

VII. The exam schedule is available to students on the College of Pharmacy website. The exam schedule will indicate that exam dates are tentative until the end of the third week of the semester.

PROCEDURE 2
Coordinated process for resolving academic conflicts with pharmacy events and conferences:

I. Course instructors are expected to consult the Semester Exam Calendar when scheduling exams, lectures with required attendance, and graded coursework to eliminate conflict with pharmacy events and conferences.

II. OSS will post all relevant pharmacy events and conferences on the Semester Exam Calendar.

III. ICO will block dates on the Semester Exam Calendar for relevant pharmacy events and conferences approved by Central Council (e.g. to allow for participation in APhA conference).

IV. If a submitted exam date coincides with a pharmacy event or conference approved by Central Council, ICO staff will notify the course instructors, cc’ing class representatives, class advisors, and OSS, to request a change in the exam date.

V. If a submitted exam date coincides with a pharmacy event or conference not approved by Central Council, ICO staff will notify the course instructors about the potential interest of students in the event or conference and that a potential change in the exam date may need to be made.

VI. Refer to the coordinated process in Procedure 1 when scheduling exams.

PROCEDURE 3
Official procedure for changing exam dates and graded coursework deadlines:

I. Class representatives from both campuses may only approach the course instructors to request a change in the date of a scheduled exam or graded coursework deadline within the first three weeks of the semester. The Semester Exam Calendar is tentative and subject to change within the first three weeks of each semester.

   a. Available alternative dates should be coordinated between the class representatives prior to contacting the course instructors.
b. Collaboration between class representatives and course instructors is required when identifying an alternative date or deadline.

II. Changing the date of a scheduled exam or graded coursework deadline is at the discretion of the course instructors.

III. If the course instructors are amenable to the proposed change, the class representatives will create one secure, confidential, online survey to poll their classmates on both campuses. An announcement should be made in class to inform students about the proposed change and allow for discussion.

IV. If 80% of the students enrolled in the course reply affirmatively, the course instructors will change the date or deadline.
   a. Class representatives will notify their classmates on both campuses of the change.
   b. If an exam date is changed, the course instructors will notify ICO staff of the change.
   c. ICO staff will record the exam date change on the Semester Exam Calendar.
   d. Any future change to the 80% threshold may be proposed, discussed, and approved by College Board.
   e. Any student who does not vote is automatically counted as a “No” vote.

V. Refer to the College’s Troubleshooting Guide to address unresolved issues.

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### ADDITIONAL CONTACTS

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<thead>
<tr>
<th>Name</th>
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<tbody>
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### RESPONSIBILITIES

I. Course Instructors
   a. Course instructors are responsible for supplying exam dates when requested by ICO.
b. When notified of an exam scheduling conflict, course instructors are expected to respond by the given deadline.

II. Integrated Curriculum Operations (ICO)
   a. ICO is responsible for updating the Semester Exam Calendar with exam dates.
   b. ICO is responsible for notifying course instructors of exam scheduling conflicts and updating the Semester Exam Calendar accordingly.

III. Office of Student Services (OSS)
   a. OSS will post all relevant pharmacy events and conferences on the Semester Exam Calendar.
   b. OSS will support class representatives when pursuing exam date changes.

FREQUENTLY ASKED QUESTIONS

1. Question: Why are online exams listed as an exclusion?

   Answer: Exams that are provided online are given over an extended window of time, which allows the student to take the exam at their convenience within the allotted time. If an exam for a different required course is offered on the same day, students are able to space the online exam from the in-class exam.

2. Question: How should students respond to the online survey if they are indifferent to moving an exam date or graded coursework deadline?

   Answer: The survey only allows students to agree or disagree with an exam date or graded coursework deadline change. If a student is truly indifferent to this change, he or she need not complete the survey. However, a change in date requires 80% of the entire course enrollment vote affirmatively; therefore, non-voters will automatically count as a “No” vote.
3. Question: What if a student indicates “No” on the online survey because of an existing conflict with the proposed date change, but the change is passed with an 80% vote?

Answer: A list of excused absences recognized by the University of Minnesota can be found [here](#). If the student has a concern about whether an excuse is permissible per the University’s policy, the student must make the request to the course instructors. The course instructors will use their discretion in granting permission for the request to be an excused absence.

4. Question: What is the role of class representatives in Exam Scheduling Procedures?

Answer: Class representatives are expected to have a proactive role in utilizing and referencing the Exam Scheduling Procedures. Their efforts will involve coordinating and communicating with course instructors, ICO, and OSS to achieve successful implementation of the Procedures. This communication will begin one to two months before each semester begins. If class representatives receive an email correspondence from ICO requesting that faculty consider separating exams that are scheduled on the same day and wish to keep the exams scheduled together, please ‘reply all’ to the email to indicate that desire. The second-year class representatives will advocate on behalf of the incoming first-year class until class representatives are selected in the fall semester.

5. Question: How was the 80% threshold derived in Procedure 3.4?

Answer: This threshold was discussed and approved by College Board.

6. Question: What should a course instructor do if they have a curricular event that may conflict with a scheduled exam time?

Answer: Any course instructors that have curricular components that conflict with scheduled exam times may email the ICO to have those dates added to the Semester Exam Calendar. This will act as a notification to other course instructors that they may want to avoid that date when scheduling exams. If
a course instructor would like a specific date blocked off for their curricular event only, they must contact Central Council to have their event approved.

RELATED INFORMATION

- Semester Exam Calendar
- Office of Student Services (OSS)
- American Pharmacists Association (APhA)
- University of Minnesota Scheduling Examinations Policy
- Troubleshooting Guide for Pharm.D. Students
- University of Minnesota Excused Absences Policy

APPENDICES

- Example of the email correspondence described in Procedure 1.5
- Example of the online survey described in Procedure 3.3

HISTORY

Drafted: 4/10/12
Approved: 4/23/12 by College Assembly
Effective: 8/1/12
Amended: 11/20/13 (Approved 1/21/14 by College Assembly)
APPENDIX A

Note: This document is for guidance only.

Examples of the email correspondences delivered by ICO staff to the involved course instructors (CI) when more than one required course schedules an exam for the same day:

Dear Course Instructor 1 and Course Instructor 2,

Thank you for submitting your course syllabi and exam dates.

On behalf of Integrated Curriculum Operations (ICO), I am contacting you today because you both have submitted exam schedules on [present date xx/xx/xx], for the same day (exam date xx/xx/xx).

As you’ll note in the College of Pharmacy Exam Scheduling Procedures (attached), approved on 4/23/12 by College Assembly, the College strives to prevent multiple exams on the same day.

Per the procedure, we request that you work together and consult the Semester Exam Calendar to find a date that works best for each respective course. Please reply with updated dates by [xx/xx/xx] (within one week). These dates will be recorded on the Semester Exam Calendar.

We appreciate your timely attention to this, as scheduling exams is one of our top priorities.

cc: Class Advisors

cc: Class Representatives

cc: OSS

Sincerely,

ICO staff
Dear Course Instructor 1 and Course Instructor 2,

Thank you for submitting your course syllabi and exam dates.

On behalf of Integrated Curriculum Operations (ICO), I am contacting you today because you both have submitted exam schedules for the same day (exam date xx/xx/xx). Dr. X submitted exam dates to ICO on [xx/xx/xx], and Dr. Y submitted exam dates on [xx/xx/xx]. Although there is a difference in submission dates, we request that you work together and consult the Semester Exam Calendar [link] to find a date that works best for each respective course.

As you’ll note in the College of Pharmacy Exam Scheduling Procedures (attached), approved on 4/23/12 by College Assembly, the College strives to prevent multiple exams on the same day.

Please reply with updated dates by [xx/xx/xx] (within one week). These dates will be recorded on the Semester Exam Calendar.

We appreciate your timely attention to this, as scheduling exams is one of our top priorities.

cc: Class Advisors
cc: Class Representatives
cc: OSS

Sincerely,

ICO staff
APPENDIX B

Note: This document is for guidance only.

Example of the secure, online survey delivered to students by class representatives to determine if an exam date or graded coursework deadline will be changed:

As class representatives, we have contacted the course instructors and discussed moving the [insert course here] exam currently scheduled for [xx/xx/xxxx] because we have a [insert course here] exam on [xx/xx/xxxx]. Per the Exam Scheduling Procedures, this survey requires 80% of respondents to reply affirmatively to have the exam date changed. If you are indifferent to this proposal, you need not respond to this survey. However, non-votes will be counted as “No” votes. (see the Frequently Asked Questions section of the Exam Scheduling Procedures [link]). Information on the Exam Scheduling Procedures can also be located in the course syllabus.

I am in favor of moving the pharmacotherapy exam from [xx/xx/xxxx] to [xx/xx/xxxx].

Yes            No