

# College of Pharmacy

## Exam Scheduling Procedures



<p><b>Purpose</b></p> <p><b>Reason for Procedures</b></p> <p><b>Procedures</b></p> <p><b>Additional Contacts</b></p> <p><b>Responsibilities</b></p> <p><b>Appendices</b></p> <p><b>History</b></p> <p><b>Related Policies &amp; Documents:</b></p> <p><b>See University Policy:</b>  <a href="http://www.policy.umn.edu/Policies/Education/Education/EXAM.html">http://www.policy.umn.edu/Policies/Education/Education/EXAM.html</a></p> <p><b>Troubleshooting Guide:</b> <a href="http://z.umn.edu/troubleshooting">http://z.umn.edu/troubleshooting</a></p> <p><b>Excused Absences:</b>  <a href="http://policy.umn.edu/Policies/Education/Education/MAKEUPWOR.html">http://policy.umn.edu/Policies/Education/Education/MAKEUPWOR.html</a></p>	<p><b>Effective:</b> 8/1/12  <b>Last Updated:</b> 8/7/2018</p> <p><b>Owner:</b>  <i>Director of Teaching, Learning and Assessment – Jeannine Conway</i></p> <p><b>Primary Contact:</b>  <i>Director of Office of Student Services – Peter Haeg</i></p>
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### 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

The following exclusions apply to Procedure 1:

- I. Exams during Finals Week
- II. Elective Courses
- III. Online exams given over an extended window of time
- IV. Rescheduled exams
  - a. Canceled class (i.e. weather emergencies or University closure)
  - b. Excused absences

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## REASON FOR PROCEDURE

- I. The College aspires to create an educational environment that facilitates consistent opportunities for students to optimally learn course material and retain knowledge.
  - II. This environment promotes the development of confident, knowledgeable, and competent student pharmacists who are prepared to apply foundational and novel information when making patient care decisions as health care providers.
  - III. Exams require the highest level of attention. Therefore, the College strives to promote and facilitate adequate preparation for exams.
  - IV. The College recognizes the value of pharmacy events and conferences in the professional development of students, encouraging student attendance and seeking to accommodate student involvement.
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## PROCEDURES

### PROCEDURE 1

Coordinated process to prevent multiple exams on one day:

- I. There is a recommended maximum of one exam per day.
- II. The office of Teaching, Learning, and Assessment (TLA) will contact course instructors and request exam dates one to two months prior to the start of the semester.
  - a. TLA will provide dates of relevant pharmacy events and conferences to course instructors via the TLA intranet site and email in an effort to minimize scheduling conflicts.
  - b. TLA will block dates on the semester exam calendar for pharmacy events and conferences approved by Central Council (e.g. APhA conference, PEDRx, CPF dates) to allow for participation.
- III. All course instructors are required to communicate their quiz and exam dates to TLA prior to the first day of the semester. This includes courses that begin later in the semester.
- IV. TLA will record all scheduled exams on a draft semester exam calendar which will be shared with course instructors.
- V. If a submitted exam date coincides with an exam scheduled for a different required course or the APhA conference, TLA will initiate a conversation with the involved course instructors to request that one or more of the exams be rescheduled to another day.
- VI. If a submitted exam date coincides with a pharmacy event or conference not approved by Central Council, TLA will notify the course instructors about the potential interest of students in the event or conference and that students may request a potential change in the exam date.

## PROCEDURE 2

Official procedure for student initiated requests to change exam dates and graded coursework deadlines:

- I. The exam schedule is available to students on the College of Pharmacy website. The semester exam calendar is tentative and subject to change within the first three weeks of each semester.
- II. 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.
  - 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.
  - c. Allowing a proposal to change 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.
  - a. If 80% of the students enrolled in the course reply affirmatively, the course instructors will change the date or deadline.
  - b. Any student who does not vote is automatically counted as a "No" vote.
- IV. If an exam date is changed, course instructors will notify TLA and Class representatives will notify their classmates on both campuses of the change.
- V. TLA staff will record the exam date change on the semester exam calendar and update the posted document online.
- VI. Any future change to the 80% threshold may be proposed, discussed, and approved by College Board.
- VII. Refer to the College's [Troubleshooting Guide](#) to address unresolved issues.

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## ADDITIONAL CONTACTS

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## RESPONSIBILITIES

- I. Course Instructors
  - a. Course instructors are responsible for supplying exam dates when requested by TLA
  - b. When notified of an exam scheduling conflict, course instructors are expected to respond in a timely manner.
- II. Teaching, Learning, and Assessment
  - a. TLA is responsible for updating and posting the Semester Exam Calendar with exam dates.
  - b. TLA 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 support class representatives when pursuing exam date changes.

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## 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 absence 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, TLA, and OSS to achieve successful implementation of the Procedures. This communication will begin one to two months before each semester begins. The second-year class representatives will advocate on behalf of the incoming first-year class until class representatives are elected in the fall semester.

5. Question: How was the 80% threshold derived in Procedure 2.3.a?

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 TLA 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.

7. Question: Can exams be scheduled during the lunch hour?

Answer: 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](#)

## RELATED INFORMATION

- [Office of Student Services \(OSS\)](#)
  - [American Pharmacists Association \(APhA\)](#)
  - [University of Minnesota Scheduling Examinations Policy](#)
  - [Troubleshooting Guide for PharmD Students](#)
  - [University of Minnesota Excused Absences Policy](#)
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## APPENDICES

- Example of the email correspondence described in Procedure 1.5
  - Example of the online survey described in Procedure 2.3
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## 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)

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## APPENDIX A

Note: This document is for guidance only.

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