

College of Pharmacy

Scheduling Exams Outside of Class Time


Related Policies:

U Policy: Scheduling Examinations, Final Examinations and Study Days:
<http://www.policy.umn.edu/Policies/Education/Education/EXAM.html>

Effective: January 2014
Responsible Officer:
Senior Associate Dean, Professional Education
Policy Owner:
Director of Teaching, Learning and Assessment
Policy Contact:
Director of Teaching, Learning and Assessment

Policy Statement

The College of Pharmacy follows the University's policy when scheduling examinations: "Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester," <http://www.policy.umn.edu/Policies/Education/Education/EXAM.html>.

Exclusions

Take home examinations and online examinations that do not require a designated time and space for administration.

Exceptions

None

Special Situations

None

Reason for Policy

The University Policy on Scheduling Exams comments on scheduling outside of regular class sessions, and indicates that approval of the Dean is needed. In addition to reiterating that the College will adhere to University policy on this issue, this College policy notes that exams approved to be held for extended time frames and outside normal class time create the following potential issues: (1) Room scheduling problems between the Twin Cities and Duluth campuses; (2) Potential ITV or other inter-campus communication problems if rooms are not properly equipped and staffed; (3) Conflicts with other courses students for which students are registered, especially electives; (4) Differing time availabilities at Disability Resources testing centers on the two campuses, e.g., University of Minnesota Duluth's Disability Resources is open only between 8:00 AM and 4:30 PM Monday-Friday); (5) Excessive testing times for students whose accommodations require extended time (in some cases as much as double the time allotted to accommodate their disability).

Procedures

1. Faculty must make a written request directly to the dean for an exam outside of class time at least two weeks prior to the start of the semester.
2. The request must include:
 - a. Rationale for the request
 - b. Evidence of the advantage or effectiveness of the exam if offered outside of class scheduling.
 - c. Requested date, time and location.
3. If approved, the outside of class exam must be clearly identified in the course syllabus prior to the first day of class.

Forms/Instructions

None

Additional Contacts

Subject	Contact	Email
Policy Interpretation	Dean Marilyn Speedie	speed001@umn.edu
Procedures for Scheduling Exams Outside of Class Time	Robin Stouder, Executive Director, Integrated Curricular Operations	stoud001@umn.edu

Definitions

None

Responsibilities

Educational Policy and Peer Review Committee (EPC): Per the College of Pharmacy Constitution and Bylaws, the EPC is responsible for the development of educational policy. As such, it proposed this policy and will review and revise it as part of its regular policy review process.

Appendices

None

Frequently Asked Questions

None

Related Information

College of Pharmacy Exam Scheduling Procedures:

http://intranet.ahc.umn.edu/pharmacy/prod/groups/cop/@pub/@cop/documents/content/cop_content_420813.pdf

Education and Student Life Policies (including course scheduling, evaluation of teaching, grading policies, etc.): <http://blog.lib.umn.edu/pharm/pharmintra/education-and-student-life-policies.php>

History

Educational Policy/Peer Review Committee Approved: November 22, 2013

College Assembly Approved: January 21, 2014