

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Assistant Dean of Curriculum & Assessment, Cook-Cole College of Arts & Sciences

TOPIC: FPPM Revision: Section E. Statement of Purpose/Final Examinations

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

In determining how to schedule the multiple, major assignments (e.g., presentation, paper) due at the conclusion of a senior research course, the course instructors, Dr. Blincoe & Dr. Buchert, noted the absence of explicit policy about the use of reading days and make-up exam periods. This prompted a general review of the final exam policy. The review is further warranted by the possibility that changes in pedagogy and technology since the policy was last revised (in 1992) have prompted other updates. The Committee on Academic Program Assessment and Review provided further feedback and revisions.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

Reorganization of policies to group related policy information

Use of the umbrella terminology “final culminating assignment” to easily refer to examinations, papers, presentations, etc., for which all policies apply

Addition of explicit prohibitions against scheduling outside the exam period (reading days)

Addition of explicit timeline for student requests for exam rescheduling

Clarification of the timeline of announcing and delivering different assignment types, such as papers and online asynchronous exams.

Clarification of the role of college deans in granting exceptions

Removal of unnecessary requirement to publish the policy in the student handbook

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The revised policy better addresses a variety of final assignment formats. It also clarifies student, faculty, and administrator rights and responsibilities at multiple stages of the final examination process, including the scheduling of assignments in alternative times (e.g., reading days, make-up exam periods) and requests for policy exceptions.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

E. STATEMENT OF PURPOSE/FINAL EXAMINATIONS

~~At Longwood University, the evaluation of learning is considered to be an integral part of the educational experience for all students. The overarching purpose of final examinations at Longwood University is to facilitate learning in a manner consistent with the pedagogy of each course, and in a way that is appropriate to the subject matter of each course. The evaluation of learning is considered to be an integral part of the educational experience for all students and the constructive use of valid evaluation measures, including examinations, papers, and presentations, not only provides assessments of learning outcomes, it also becomes part of the learning process itself. Final examinations may be one of the most important components of the evaluation of student learning, and they may also be effective in promoting learning. Final examinations may, for example, enable students to demonstrate mastery of course content and the ability to organize what they have learned. The overarching purpose of final examinations at Longwood University, however, is to actually facilitate learning in a manner consistent with the pedagogy of each course, and in a way that is appropriate to the subject matter of each course. Other valid means of promoting and assessing student learning may be appropriate in some courses, including term papers, project reports, take-home research examinations, and oral presentations.~~

~~Policies/Final Examinations Policies~~

- ~~1. The final examination schedule shall be published with the schedule of classes for each semester. During regular semesters, four (4) two and one-half-hour examinations are scheduled each day. For courses held during the summer or any other non-traditional block of time, examinations are held during the regularly scheduled class period on the last day of each term. One reading day will precede the examination period, except for courses held during the summer or any other non-traditional block of time. No assignments shall be due on a reading day. Examinations shall be held or final assignments will be due on the dates and at the hours published by the Registrar. No exceptions are permitted unless approved by the school dean.~~
 - ~~2. Faculty members must require that either a final exam or some final culminating assignment (e.g., exam, term paper, oral presentation, project report) be conducted or due during the final examination period established for the course. The final culminating assignment for a course shall be due by, and no earlier than, the end of the examination period published by the Registrar. Exceptions must be approved by the Dean of the appropriate College.~~
 - ~~3. In courses for which an assignment other than a final examination has been identified as the most appropriate learning and assessment instrument, the following policies apply: Students must be informed of the nature and timing of the final culminating assignment at the beginning of the semester via the syllabus. Final culminating assignments (other than exams given during the exam period) must be distributed to students at least one week before the final exam period so that students can coordinate them with preparation for other examinations. This policy does not apply to summer or any other courses offered in a non-traditional block of time.~~
- 1.

~~2. Final culminating assignments should be distributed to students prior to the last week of classes so that students can coordinate them with preparation for other examinations. This policy does not apply to summer or any other courses offered in a non-traditional block of time.~~

~~a. Students must **not** be required to submit examinations or other culminating assignments before the date of the regularly scheduled exam time for a course.~~

~~3.1. During regular semesters, four (4) two and one-half hour examinations are scheduled each day. For courses held during the summer or any other non-traditional block of time, examinations are held during the regularly scheduled class period on the last day of each term. Examinations shall be held or final assignments will be due on the dates and at the hours published by the Registrar. No exceptions are permitted unless approved by the school dean.~~

~~4. The final examination schedule shall be published with the schedule of classes for each semester. One reading day will precede the examination period, except for courses held during the summer or any other non-traditional block of time.~~

5.4. When students have in excess of two exams per day they may request that exams be rescheduled. The student should make the request prior to the last week of the semester.

6.5. For final culminating assignments conducted face-to-face during the scheduled final exam time, ~~The instructor or a qualified proxy, approved by the school dean,~~ should be available during the examination period to hand out materials, collect materials, and, ~~to make necessary explanations, and to take examinations up when completed.~~

7.6. Examination and semester grades are confidential and must not be posted.

~~8. A professor who assigns a take-home examination must inform students at the beginning of the semester. Such examinations (papers, projects, etc.) must be distributed by the beginning of the last week of classes. This will allow the students to begin preparing for their examinations. Students will not be required to submit the work before the date of the scheduled examination.~~

~~9. Exemptions to these policies must be approved by the college dean.~~

10.7. ~~The statement of purpose and final examination policies~~ This final examination policy should be published each year in the Catalog, and in the Student Handbook.

References: Minutes of the Longwood Faculty, February 2, 1949; May 3, 1967; January 4, 1972; September 26, 1977; April 24, 1980; Organization of Teaching Faculty, April 25,

1985; College Council, March 26, 1992 ; Board of Visitors, June 15, 2001.