

A Proposal from Robin Stone to deal with students who want to re-schedule final exam time because they have three exams scheduled on the same day.

The following language is on page 44 University Bulletin: Examinations; section 3e):

“If a student has three examinations scheduled on the same calendar day and wishes to change one to another day, the instructor of the course having the smallest number of students is responsible for arranging an alternate examination time for the student unless make-up exam times are available in one of the other courses.”

The following language was proposed to be added to above section. A motion made by Al-Kaisi and seconded by Schilling:

The student wishing to change the day of the exam must request the concerned instructor no later than the last scheduled class day of that class before the beginning of the dead week.

In addition, Faculty handbook should contain the following message:

Faculty members wishing to enforce the above policy must inform the students about the policy in writing.