

MEMO

TO: Academic Senate Executive Committee

FROM: Sharon A. Aiken-Wisniewski, Associate Professor, ELP
Chair for SACAP for 2017-18

RE: Report on SACAP Activity for 2017-18

DATE: February 4, 2018

Senate Advisory Committee on Academic Policy (SACAP) was asked in late Spring of 2017 to explore the U of U policy on final exams. The issue focused on some faculty giving final exams the final week of classes instead of exam week, which had a negative impact on other assignments that were due during the same time.

- Current Policy: 6-100 III F - Final Examinations
 - Final examinations shall be given under regulations as determined by the Academic Senate. When they are required, in-class final examinations must be given at times officially set. A schedule for such examinations shall be prepared by the Scheduling Office and published by the University.
- Final Exam Schedule is posted on this website for current term:
<http://registrar.utah.edu/academic-calendars/final-exams-spring.php>
- Information from Registrar's Office/Scheduling is on this site:
<http://registrar.utah.edu/scheduling/classes/info-final-exam.php>
- SACAP explored this topic by
 - Reviewing current policy
 - Meeting with faculty member who brought this issue to SACAP
 - Benchmarking the exam policies in PAC-12
 - Discussing members experiences with exams at U of U
 - Meeting with the Registrar
 - Discussing current policy with Bob Flores.
- A key issue that emerged in the discussion is the definition of a final examination. Members were concerned since there are many activities that serve as culminating activities at the end of a term such as a recital or a jury, which occur last week of the term due to the amount of time and coordination is needed to make the activities happen with adequate faculty for grading.
- Subset of SACAP members will draft definitions of final examination for discussion by the full committee and will contact Bob Flores for guidance.
- If one definition is agreed upon by Committee, SACAP would forward the definition as well as add the details from the existing Registrar's page for consideration as a rule to the current policy of 6-100 III F.
- We will have one more meeting in spring 2018 for a total of 3 meetings this year.