



Memorandum

To: R. Michael Banish
President, Faculty Senate

From: Robert A. Altenkirch
President

Christine W. Curtis

Provost and Executive Vice President for Academic Affairs

Subject: Response to Faculty Senate Resolution 18/19-02 Restructure Final Exam
Schedule for Consistency
Passed 12/13/18; Received 1/24/19

Date: March 26, 2019

Faculty Senate Resolution 18/19-02 entitled "Restructure Final Exam Schedule for Consistency" requests the following:

1. "That UAH will institute a Final Exam schedule that consistently allows a grace period of at least one full day between the last day of class and the final exam for that class regardless of the ending day of the day for the last day of the class."
2. "That UAH will institute this change for a consistent grace period between the last day of class and the final exam for that class to be effective for Spring 2019."
3. "That UAH will institute a Final Exam schedule that consistently provides at least two full study days between the last day of all didactic (non-laboratory) classes and the start of the final exams."
4. "That UAH will institute this change for a two-day study period to be effective no later than Fall 2019."

We will state the parameters affecting UAH's academic calendars first in order to ensure a complete understanding of the current constraints. The constraints are:

- a. The academic calendar for 2019-2020 is already set and posted.
- b. The dates of commencement for fall and spring semesters are set and the Von Braun Arena and rooms are reserved for the next ten years.
- c. During recent years' academic calendars, Saturdays and Sundays have not been scheduled for final exams.

- d. There must be a 75-day period between the end of classes in the spring semester and the beginning of classes in fall semester. This time is required to allow for the 40.5% summer salary for those who have sufficient extramural research funding to pay themselves for the full 75 days in order to receive 40.5% of their academic year salary.
- e. The faculty teaching one-day per week classes are concerned about having sufficient time to cover the material in their courses and want as many class hours as any academic class. In addition, the last day of the class period is the exam period for one-day per week classes. The one-day per week classes at times continue through exam week and occasionally after commencement. Consequently, the one-day per week classes will not be included in the response.

There is already in place a full-day grace period between the last day of class and the exam scheduled for that class, because the minimum grace period with the current 2019 spring exam schedule is 46 hours and 40 minutes between the last class of a course and the course's scheduled exam. This time between the class period and the final exam period will continue to be nearly the same time through 2019-2020.

As stated in the aforementioned constraints, the academic calendar is already set for 2019-2020, and fall semester classes are already scheduled. Therefore, the first academic calendar when two study days can be instituted is in the 2020-2021 academic year. As the academic calendar is developed, the Office of the Provost will do its best to provide two study days within the constraints listed above and any others that may arise. It may be necessary in some instances to schedule exams on Saturdays in order to accommodate two study days in the schedule.

When a draft of the Academic Calendar for 2020-2021 is developed, the Office of the Provost will notify the Faculty Senate Executive Committee and ask for comments within a two-week comment period. The Office of Academic Affairs will endeavor to prepare a draft of the next year's academic calendar prepared sufficiently early every year to allow time for input from the Faculty Senate.

cc: Brent Wren, Associate Provost
Janet Waller, Registrar
Peggy Bower, Executive Assistant to the Provost