

Interim Policy on In-Person Exams for Hybrid and Online Class Sections

Fall 2020 Semester Only

Wesley Null, Vice Provost

Brian Raines, Chair, Faculty Senate

Revised July 22, 2020

Students who enroll in hybrid and online class sections during the fall 2020 semester may be expected by their instructors to be in Waco and available for in-person exams provided that these in-person exams are clearly scheduled on the instructor's syllabus distributed during the first week of fall classes (in-person exams may take place in Dallas for LHSON students or another off-site location as appropriate for each individual off-site program). The syllabus should also advise students that they must check immediately for schedule conflicts involving the exam, and work to resolve any such conflicts, using the process described below. This policy only applies to exams that take place between the first day of class and the beginning of Thanksgiving break.

Students with a schedule consisting only of online sections are not subject to this expectation, but they should communicate their need for any special accommodations during the first two weeks of class. In order to accommodate all students (especially international students), faculty teaching students in online sections should survey their students at the beginning of the semester to identify the location from which students are taking the course. In addition, instructors should provide alternate online exams for any students who are only taking online sections.

In order to minimize conflicts with other class sections, these in-person exams should typically be scheduled outside of traditional instructional hours. Fridays between 5:00 pm and 10:00 pm and Saturdays between 8:00 am and Noon have been reserved for this purpose. The Office of the Registrar will assist in scheduling exam times and spaces for instructors who are interested in taking advantage of this option.

If a student has more than one in-person exam scheduled for the same date and time, the student and his or her instructors should work together to accommodate the student. If a resolution is not reached, the student should contact the dean's office with oversight of the courses involved to reschedule the exams. For students enrolled in courses that stretch across two schools/colleges, the respective deans' offices will work together to resolve the conflicts. The student must have this change documented on a "Rescheduling Exams" form that can be obtained in the student's dean's office. Students must notify their instructors within the first two weeks of the semester regarding any conflicts and begin the process of rescheduling immediately to resolve those conflicts.

BAYLOR UNIVERSITY

Petition – Reschedule Final Examination

Policy on End of Semester Examinations (p. 33, Undergraduate Catalog): “No final examination may be given on other than regularly scheduled dates unless approved by the appropriate academic dean. A student with three final examinations scheduled on the same day may appeal to one of the teachers or the appropriate dean who will reschedule an exam during the final examination period.”

To be filled out by Student

Student’s Name _____

Student’s ID# _____ Student’s Phone # _____

Final Examination petitioned for re-scheduling:

Course: _____

Dated listed for the Exam: _____

Time listed for the Exam: _____

Reason for the request: _____

To be filled out by Professor

I support this request. I do not support this request

Professor’s signature

If approved by the dean, the exam will be re-scheduled to:

Date: _____

Time: _____

[Note: A rescheduled exam must be during the regular exam period.]

To be filled out by Dean

Approved Not Approved

Dean’s signature

Date