Common Hour Examination Policies as amended by faculty senate, November 2012 (as revised by Singel and returned on January 23 {with alteration of the discussion of late test takers} –LM)

Common Hour Examination Policies:

1. The nominal examination time may be from one to two hours.
2. For each Common Hour Examination, students will be excused from an equivalent period of instruction.
3. Requests regarding the date, duration, and room assignments for Common Hour Examinations must be submitted to the Registrar’s Office by the 20th class day of the prior semester.
4. Departments must provide for make-up examinations or other equivalent means of evaluating the student who are absent from the scheduled examination for legitimate reasons.

4.1 Make-up examinations for conflicts are to be given only to those students who, at the same hour:

   a. Have another Common Hour Examination
   b. Have a regularly scheduled class
   c. Are engaged in an activity or event sanctioned in paragraph 310.01 of the Student Conduct Code. (Official student representatives with a regularly scheduled practice or meeting that conflicts with a Common Hour Exam see point 5 below.)
   d. Sustained a personal emergency that prevented participation in the scheduled examination.

4.2 During the third week of classes, the Registrar’s Office will disseminate a list of the students who have conflicts among scheduled common hour examinations (cf 4.1.a.). This list will be updated regularly after that date and made available to all instructors. A priority list for resolving conflicts between common hour examinations (cf 4.4.) will also be published during the third week of classes.

4.3 Students are responsible for identifying all conflicts. Apart from unforeseeable, personal emergencies
(4.1.d.), students are required to confirm the need for make-up examinations with the instructor as early as possible, but no later than ten days before the scheduled examination.

4.4. In the event of a conflict between scheduled common hour examinations (cf 4.1.a.), the priority of scheduled versus make-up examination will be determined by the priority list published by the Registrar’s office. The order of priority will varied from semester to semester.

4.5. Dates for make-up examinations will be arranged by the instructor. The examinations are to be equivalent to the original examinations as a means of evaluating the student. These examinations and their scheduling are to be non-punitive.

4.6. c. Are engaged in an activity or event sanctioned in paragraph.

5. Students officially representing MSU who have regularly scheduled practices or meetings that conflict with a Common Hour Exam may arrive up to 30 minutes late. However, such a student must notify his/her instructor at least 24 hours in advance. Such students shall receive equivalent time to complete the exam.

6. All faculty should consider the Common Hour Examination schedule when planning their own evening examinations and other activities. Common Hour Examinations take precedence over all activities that occur outside of scheduled class hours.