## UNIVERSITY of HOUSTON STUDENT GOVERNMENT ASSOCIATION

Label: UB-55019 Date introduced: October 31<sup>st</sup>, 2018 Author(s): Senator Ajrami Sponsor(s): Senator Chang, Senator Veeramachaneni, Senator Berger Committee: Academic Affairs Draft: Final

## **Final Examination Policy Bill**

Whereas, the University of Houston does not have an official final exam policy, and the presence of one would benefit students, ensuring guidelines for how finals are to be scheduled, timed, and proctored;

Whereas, students should be treated fairly in the administration and timing of their final exams;

Whereas, all courses have different curriculum and pacing, and these differences should be taken into account;

Therefore, be it enacted by the Senate of the Student Government Association of the University of Houston:

That the University of Houston establishes a final exam policy to create across the board guidelines that are fair to students and to professors.

Be it further enacted, should there be an assignment due during the final week of classes, including exams or projects that students cannot opt-out of without harming their grade, it should not exceed more than fifteen percent of the final grade. If it does, then students are not eligible to have to sit for an exam during the weeks of finals. Extensions agreed upon by both the student and professor are permitted;

Be it further enacted, written notification of the final examination policy for each course will be made available to students enrolled in the course no later than ten (10) calendar days from the start of classes. Should the date and time of the final examination differ from the University schedule, that information must be provided no later than ten (10) calendar days from the start of classes; Be it further enacted, all examinations must be properly proctored, in accordance with the University rules on proctor requirements, and students will not be penalized due to a proctor's tardiness;

Be it further enacted, no student or university organizations will have meetings or events during the last week of classes or during the weeks of finals that require student members to be in attendance;

Be it further enacted, should a student have a conflict with two exams being given at the same time, they must be allowed to reschedule one exam after proving the conflict with documentation from one or both instructors to the satisfaction of the instructor allowing the reschedule. This change should not prejudice or negatively affect any other students in the course. If the student has three or more final exams in one day, they are also entitled to this process.

APPROVED

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Cameron Barrett Student Government President Date of President's Approval: \_\_\_/2.3/

Kim Lorine Speaker of Senate Date of Senate Approval: 1-23-2019