Evening Midterm Exam Policy

Policy Number: UW-879

Responsible Office: Office of the Registrar

University Policy

Policy

Two evening examination periods have been established for daytime classes that require evening midterm examinations outside of their regularly scheduled class hours. The first 90-minute period is from 5:30 5:45 pm to 7:00 7:15 pm to accommodate examinations up to 90 minutes. Examinations can begin any time before or during this period as long as they end no later than 7:00 7:15 pm. The second period begins at 7:15 7:30 pm and will accommodate longer exams. Exceptions to this general policy may be authorized by the Vice Chancellor for Academic Affairs academic vice chancellor.

Instructors of daytime courses who plan to give evening midterm examinations must make a request to footnote that information in the Schedule of Classes on the course so students will be aware of potential conflicts with evening courses or other commitments. Whenever possible the times and/or dates of evening examinations should also be included in the syllabus and as part of the class notes in the enrollment application be footnoted.

Instructors who schedule evening examinations should make every possible effort to accommodate students with unavoidable conflicts. It is the instructor’s responsibility to assure that all students with conflicts between daytime courses with evening exams and evening courses are treated fairly and without penalty. If a scheduling conflict exists between the evening exam of a daytime course and a regularly scheduled evening course, then the evening course takes precedence over the exam.

Policy Administration

Approval Authority: Faculty Senate

Policy Manager: Office of the Registrar

Policy Contact: Secretary of the Faculty -- Heather Daniels, sof@secfac.wisc.edu, (608) 265-4562

Policy History

Effective date: 03-10-1982, by Fac Doc 475

Revised Dates: 11/05/01, amended by Fac De 1585a