Spring 2016

S16RS SGR No. 12 (3 exams 24 hours)

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A RESOLUTION
To urge and request the Office of Academic Affairs and Provost KoubeK
to consider instituting a policy in regards to students with three exams
within a 24 hour time span

PARAGRAPH 1: WHEREAS, CURRENTLY THERE IS A POLICY IN PLACE IN WHICH
STUDENTS ARE ABLE TO RESCHEDULE A FINAL EXAM IF THE
STUDENT HAS THREE EXAMS WITHIN 24 HOURS; AND

PARAGRAPH 2: WHEREAS, SOME STUDENTS HAVE ENCOUNTERED THE PROBLEM
OF HAVING THREE EXAMS WITHIN 24 HOURS DURING THE
SEMESTER PEAK TESTING WEEKS; AND

PARAGRAPH 3: WHEREAS, HAVING THREE EXAMS IN 24 HOURS CAN LEAD TO
EXTREME STRESS FOR A STUDENT AND HIS OR HER MENTAL
HEALTH; AND

PARAGRAPH 4: WHEREAS, STUDENTS MAY NOT PREFORM TO THE BEST OF THEIR
ABILITY IN TRYING TO MANAGE THREE EXAMS WITHIN A 24 HOUR
PERIOD LEADING TO A POOR EVALUATION OF THEIR KNOWLEDGE; AND

PARAGRAPH 5: WHEREAS, STUDENTS SHOULD BE ABLE TO WORK WITH BOTH
THEIR FACULTY AND ACADEMIC ADVISORS TO REQUEST THE
RESCHEDULING OF A TEST IF THEY HAVE THREE EXAMS WITHIN
24 HOURS; AND

PARAGRAPH 6: WHEREAS, THERE SHOULD BE A POLICY IN PLACE TO ALLOW
STUDENTS TO MAKE LEGITIMATE REQUESTS IN RESCHEDULING
AN EXAM; AND

PARAGRAPH 7: WHEREAS, THE BURDEN OF PROOF SHOULD BE ON THE STUDENT
SO AS NOT TO TAKE ADVANTAGE OF SUCH A POLICY; AND

PARAGRAPH 8: WHEREAS, THE POLICY SHOULD READ AS FOLLOWS:

Exam Rescheduling Policy

Students having three or more examinations in a 24-hour period may request permission
to take no more than two examinations during the time period in question. Requests for
special arrangements will be considered only when the three or more examinations cover
more than seven (7) hours of course credit and the weight percentage
of each exam scheduled during the 24 hour period totals to an amount equals to or
greater than 45%. These requests should be made to the advisor or dean of the college in
which the student's primary records are kept. The dean is authorized to determine which
of the examinations will be rescheduled; that decision is final.
1. Students are required to fill out the following form and talk to each professor or instructor administering each exam in question.
   a. Projects, papers, and other graded material are due within the 24 hour time period will not constitute rescheduling.
2. If no professor is willing to move an examination, the following form must be submitted to an advisor in the student’s senior college. The advisor shall email the professors to request that a professor move their exam.
   a. Each professor must sign off on the form next to the date and time of their exam, a signature is a verification that the exam exists and NOT a commitment to move an exam.
   b. The form must be submitted to the advisor no later than one month prior to the date in question.
   c. Exceptions may be made and are up to the discretion of the counselor for exams in which a month’s time period is unfeasible
3. If no professor offers to move the exam then the Office of the Dean may email and request that a professor move an exam.
   a. If all exam weight percentages are equal, the exam to be moved is up to the discretion of the Office of the Dean.

Please fill out the following with class date and time of examination:
Please attach your syllabus and schedule to this form

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Test 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight Percentage</td>
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<tr>
<td>Class</td>
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<td>Date and Time</td>
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<td>Professor Name</td>
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<td>Professor’s Email and Number</td>
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<td>Professor Signature</td>
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PARAGRAPH 9: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THE OFFICE OF ACADEMIC AFFAIRS AND PROVOST KOUBEK CONSIDER INSTITUTING A POLICY IN REGARDS TO STUDENTS WITH THREE EXAMS WITHIN A 24 HOUR TIME SPAN, AND

PARAGRAPH 10: BE IT FURTHER RESOLVED THAT A COPY OF THIS RESOLUTION BE TRANSMITTED TO DR. KOUBEK, PROVOST, DR. CASSIDY, SENIOR VICE PROVOST, DR. LEE, VICE PROVOST, FACULTY SENATE
PARAGRAPH 11: This resolution shall take effect upon passage by a simple majority (one-half plus one) vote of the LSU Student Senate and signature by the President, upon lapse of time for presidential action, or if vetoed by the President and subsequently approved by the Senate, on the date of such approval.

APPROVED:

_________________________  _______________________
ADAM GRASHOFF             ANDREW MAHTOOK
SPEAKER OF THE SENATE      STUDENT BODY PRESIDENT

DATE:____________________  DATE:__________________