

Berkeley Division of the Academic Senate
Committee on Courses of Instruction (COCI)

PETITION FOR FINAL EXAM VARIANCES

Academic Senate Regulation 772:

- (A) Final examinations are required in all undergraduate courses, except as provided elsewhere in this Regulation.
- (B) Examinations are not normally required in Laboratory courses or their equivalent, as individually determined by the appropriate Committee on Courses. At its option, the department concerned may require a final examination in any laboratory course, subject to prior announcement in the schedule of classes for the term in question.

Instructors seeking an exemption from this requirement or seeking to reschedule final exams for a different day and time must complete this form and submit it to COCI. Department chairs may approve *one-time* final exam variances. See COCI's procedures on Final Exams. COCI's handbook can be found online at < <http://academic-senate.berkeley.edu/committees/coci.html> >.

Petitions must be received by COCI before the beginning of student enrollment for the affected course – approximately four weeks before the end of instruction in the semester preceding the course offering.

*To complete this form, please provide (1) ALL Course Information, (2) ALL information requested in section I, II, **OR** III, and (3) ALL Required Signatures.*

COURSE INFORMATION

Instructor's Name: _____ Department: _____

Course Number & Title: _____

Effective Term (F/Sp/Su) & Year: _____

Course Format (Lecture, Lab, Studio, etc.): _____ Estimated Class Size: _____

I. FINAL EXAM EXEMPTION REQUEST

___ I petition for an indefinite exemption from the requirement to conduct a final exam. (Please answer BOTH questions below.)

1. *How will the alternative evaluation along with other class requirements meet the primary intent of a final: to evaluate a student's mastery of the subject matter of the course? (Some form of in-class evaluation during the last part of the semester is normally expected.)*

2. *What precautions or methods are employed to avoid plagiarism or other cheating?*

II. VARIANCE REQUEST FOR A CHANGE OF EXAM GROUP

___ I petition for a change in exam group. (If any change is approved, all students must be given the opportunity to be evaluated in a suitable place as well as at the time and in the format published in the schedule of classes.)

1. All exam group changes *must* be cleared with the Office of the Registrar's room scheduling staff to ascertain that the needed space is available.

(a) Has Office of the Registrar reviewed and approved the change? **YES** **NO**

(b) **NEW Exam Group:** _____ **NEW Date:** _____ **NEW Time:** _____

2. IF STUDENTS HAVE ALREADY ENROLLED IN THIS COURSE, the requesting instructor must provide evidence that all students have agreed to the proposed change. COCI requires a class list printout with a signature from each student.

Is the required evidence of student agreement attached? **YES** **NO**

III. REINSTATEMENT OF A FINAL EXAM

___ I petition to reinstate the final exam for this course. (COCI does not grant approval to reinstate final examinations after instruction has started.)

REQUIRED SIGNATURES

INSTRUCTOR

Date

DEPARTMENT CHAIR

Date

FOR COCI USE ONLY

Subcommittee Recommendation:

APPROVE

DENY

Comments:

SUBCOMMITTEE SIGNATURE

Date

Full Committee Decision:

APPROVED

DENIED

Comments:

COCI SIGNATURE

Date