



Form 1: Presentation Checklist

Science Hybrid Courses (Online Lecture, In-person Lab) Final Exam Schedule Language

Name: Matthew Higgins and Sarah Fuller

Date: _____

Department: Science

COCC Contact Information: mhiggins2@cocc.edu; sfuller@cocc.edu

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

Currently the final exam schedule does not provide any instruction to students about the possibility of a final exam for science courses where the lecture is taught online and the lab is taught in-person throughout the term generally on a weekly basis (IN+ONL or otherwise referred to as Hybrid). Instructors would like the option of having a in-person final exam for students enrolled in these hybrid course formats. If scheduling an official final exam time during finals week for these course sections is not feasible then we would like the final exam schedule to include a statement such as the following: "Students should consult with their instructor for the final exam schedule."

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
 - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
 - Policy—new
 - Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: Add language to final exam schedule

BUDGET

N/A

INSTRUCTIONAL REQUIREMENTS

N/A

OPERATIONAL NEEDS, CURRENT AND FUTURE

Faculty will proctor final exam. Should there be a time conflict with another final exam that the student is scheduled to take, the student and instructor will schedule an alternative time and place for the student to take the final exam. This alternative time and place may include the testing center.

Whenever possible, the final exam will be held in the laboratory room that was used for the in-person laboratory component of the course.

STUDENT IMPACT

Students taking a science hybrid courses requiring an in-person final exam will need to identify and resolve with the instructor any conflict between the time the science hybrid course final exam is scheduled and when their other final exams are scheduled.

ANTICIPATED IMPLEMENTATION TIMELINE

2022/2023 AY