The meeting was called to order at 1 p.m. Because Peggy Perno was in attendance, regular meeting business was postponed until later in the meeting.

I. Exam Schedule for Students with Accommodations
The committee heard from Perno regarding final exam schedules for students with accommodations involving extended time. Perno informed the committee that at any given time, between 20-40 students may have accommodations that entitle them to 100% extended time; that is, twice the stated exam period. In addition, approximately 250 students have accommodations that provide for an additional 50% time extension. Approximately 20% of Puget Sound students are registered with Student Accessibility and Accommodation. The committee confirmed that exam schedules allow for the following exam periods: 8-10 a.m., 12-2 p.m., and 4-6 p.m., which creates difficulty for students with accommodations who have multiple exams scheduled on the same day, and places a burden on the SAA staff who administer the exams; a student with extended exam time does not have the opportunity for sufficient down-time between exams, and scheduling multiple extended-time exams on the same day creates problems for SAA around scheduling, even with their extended exam week hours of 8 a.m.-7 p.m. Perno reminded the committee that the current process for altering exam periods requires the student to convey the conflict or request to the instructor, and that the instructor then conveys the information to the Associate Dean; she further confirmed Puget Sound's policy that three exams is the maximum number any student can be scheduled to complete in one day. She noted that the challenges are particularly acute for students who have 100% extended time, many of whom may get only 30 minutes between exams.

The committee discussed more effective ways to reschedule exams for a different day, providing more time for students to take breaks between exams and lightening the burden on the SAA. Kukreja noted that in practice if not specifically in policy, faculty tended to be flexible around accommodations. One question raised is whether the ASC ought to condone existing practices or whether they need to be formalized. Perno noted that should a complaint be raised regarding accommodations, investigators would look at whether a student received individual consideration of their accommodation. Several suggestions were discussed: 1) A footnote in the final exams section of the handbook directing students registered with the SAA to consult with them regarding exam periods; 2) empowering the SAA/Perno as Director to make decisions regarding adjustments to the exam periods to allow individual students sufficient breaks between
exams. Perno noted that not all students register with SAA at the beginning of the semester; perhaps students could be notified, whenever they register with SAA, to review their exam schedule. Perno noted that a new faculty module from SAA, scheduled to be available in Spring 2017, should facilitate communication between the SAA and individual faculty, who will be able to upload exams through the module. One suggestion was that the module might be structured to allow faculty to indicate whether each class does or does not have a final exam, providing information about times that might be available to a student who needs to reschedule. Perno noted that her office administers about 2000 exams per academic year, and that even with extended hours during exam week, it was difficult to find time and space for students. She further noted that students are required to register with her office two weeks in advance to use SAA exam services, but that in practice, the office is often flexible with that deadline in order to best support the student.

II. Approval of minutes
Minutes approved from meeting 10/07/16

III. Petitions Report
Lori Blake, on behalf of Brad Tomhave provided the following report from the Petitions Subcommittee:


During the dates covered by this report, the following actions were taken on petitions submitted to the Academic Standards Committee:

<table>
<thead>
<tr>
<th>Petition Type and Description</th>
<th>Approved by Sub-Committee</th>
<th>Approved by Preview Team</th>
<th>Denied</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late-Add Within the Automatic &quot;W&quot; Period</td>
<td></td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Registration Change From Graded to Pass/Fail</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Medical Withdrawal</td>
<td>2</td>
<td>3</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Last Eight Units in Residence</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Retroactive Application of Course to KNOW Requirement</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

Of particular interest among these petitions are the late adds and the petition involving the KNOW requirement:

- The first late add involved a student adding an activity course to regain full-time enrollment status.
- The second late add involved a student who had been attending the class in question, but needed to resolve a hold before registration could be completed.
- The KNOW petition involved applying a course to the KNOW requirement even though the approval of that course had not yet taken effect. Determining
factors were the date the course was approved and its syllabus that remained the same from approval date to effective date.

For the Fall 2016 semester, a total of 36 petitions have been approved, and 1 petition has been denied. Of these 37 total petitions, 19 involved registration with a schedule conflict.

This year’s petition activity is similar to last year’s activity when, by October 21, 2015, 34 petitions were approved, including 20 schedule conflict registrations, and no petitions were denied.

IV. Announcements
Crane reminded the committee that the Nov. 4 subcommittee meeting will also take place in Misner.

V. Next Steps
Kukreja will draft a possible footnote to final exam policy alerting students with accommodations to consult the SAA. The committee will ask Tomhave to provide information on the history of and rationale for the current two-hour break between exam periods. The committee will continue to discuss the possibility of establishing a delegation of authority that would allow Perno and the SAA to reschedule exams as necessary for student accommodations in consultation with relevant faculty. Such delegation could be reviewed for renewal every year. The committee will return to this discussion in a future session.

The meeting was adjourned at 2:52 p.m.

Respectfully submitted, Alison Tracy Hale