

**ULM College of Pharmacy**  
**Test Changing Policy**  
**2011-2012 Pharmacy Council**

The 2011-2012 ULM Pharmacy Council proposes the following policy for student initiated changes to scheduled test dates:

Students shall be permitted to propose changes to scheduled test dates for a course(s) in which they are enrolled. Any and all proposed changes to the test schedule must be submitted to the Associate Dean for Academic Affairs within two weeks of publication of the exam schedule. The procedure for changing a scheduled test date for a course shall be the following:

1. Within the first two weeks of each academic semester, the class representatives shall designate a period of time, no less than three (3) days, for students to submit proposals for test date changes.
2. After the proposal period has closed, the class representatives shall compile all proposed changes to the test schedule, notify the students of the proposed changes and organize a vote of the students on the proposed changes.
  - a. The class representatives shall give at least 24 hours' notice to all students of the date, time and location of the vote.
  - b. All students currently enrolled in the course shall be eligible to vote on the proposed changes.
  - c. The vote shall be anonymous and shall consist of the following choices:
    - i. Yea
    - ii. Nay
    - iii. Abstain
3. An 85% affirmative vote of the students is required to proceed with the proposed change(s).
  - a. In calculating percentages of Yeas and Nays, the number of students abstaining shall be subtracted from the total number of votes in order to obtain an adjusted total.
  - b. The adjusted total shall be used to calculate the percentage of those in favor and opposed.
4. If at least 85% of students approve of a proposed change to the test schedule, the class representatives shall then submit the proposal, along with the results of the vote, to the Course Coordinator for consideration. The initial right to approve or reject a proposed change to a scheduled course test date lies solely with the Course Coordinator.
5. If the Course Coordinator approves the proposed change(s), he/she shall submit the student's proposal(s) to the Associate Dean of Academic Affairs for final consideration and approval. The ultimate right to approve or reject a proposed change to the test schedule lies with the Associate Dean of Academic Affairs.
6. If the Associate Dean of Academic Affairs approves the change(s) proposed by the students, he/she shall make the appropriate change(s) to the Master Test Schedule prior to publishing/distributing the finalized version.