Student

Term Final Examination Policy
* = see Sec. V. Glossary
Fall 2009 Term

Term final examination week
Dec 12(Saturday) & Dec 14-18(Monday-Friday)

General Guidelines
All term final examinations shall be given as scheduled.

The instructor(s) of record may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of alternative assessment must be due prior to the start of the finals examination week or on the day and time assigned for the final examination even though one is not being given. The instructor(s) of record must designate when the alternative assessment is due and communicate such to enrolled students and her/his Department Head.

The Term Final Examination Policy does cover courses offered by the Division of Continuing Education that are held on campus.

The Term Final Examination Policy does not cover courses offered by the College of Veterinary Medicine.

Any term final examination conflicts must be completely resolved at least 7 calendar days prior to the beginning of the term final examination week.

F. All*non-standard session courses final examinations must be given during the last class week of the course.

Types of term final examinations

Group
- A group term final examination could be used for a course with one or more sections. All sections of a course, if a course has been approved to have a group term final examination, would have the term final examination at the designated date and time available for group term final examination.

Day
- A day-course term final examination is used for a course section that starts during the term between 7:00 a.m. - 4:59 p.m., unless the course is scheduled for a group term final examination.
- A course with one or more "component types and has a meeting pattern designated as “appointment” is considered a day course.
The information in the image appears to be outdated, as indicated by the note: "OUT OF DATE AS OF SPRING 2009 POLICY CHANGE." Therefore, I will provide the relevant information as of the time the information was correct.

### Night
- A night-course term final examination is used (UNLESS the course is scheduled for a group term final examination, see II.A. above) for a course section that starts during the term at 5:00pm or later.
- A night-course section that is a non-standard session course with one or multiple component types, will have the term final examination during the last class session at the same location where the course meets during the term.
- A night course section (excluding C.ii. above) will have the term final examination during the final examination week between 7:00-8:50p.m and at the same location where the course met during the term, unless the course is scheduled for a group term final examination (see II.A. above).

### Term Final Examination Procedures

*[When attempting to determine when a term final examination should occur for a course or course section, find the appropriate procedure by beginning with III. A. below.]*

**Group term final examinations**
- All sections of a course (both day and night sections) take the term final examination during the designated group examination day/time; see the *Term Final Examination Schedule* for courses that have been approved to have group term final examinations.

**Day-course term final examinations**
- Day courses that are non-standard session courses with one or multiple component types, will have term final examinations during the last class session at the same location where the course meets during the term.
- Day courses that have non-standard class meeting times with one or multiple component types, will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the Department Head.
- Day courses with a component type that has meeting pattern designated as “appointment” will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the Department Head.

{OUT OF DATE AS OF SPRING 2009 POLICY CHANGE} Day courses that meet once a week and have only one time period and one component type will have term final examinations as follows: Saturday – Dec ?  Wednesday -- Dec ?
Monday – Dec ?    Thursday – Dec ?
Tuesday – Dec ?    Friday – Dec ?

The final examination will occur at the same time (beginning/ending) and at the same location where the course meets during the term.

Day courses that meet on multiple days and have at least one course day on Saturday will have term final examinations on Saturday, December 12 at the same time (beginning/ending) and at the same location where the course meets during the term.

Day courses, with *one component type and multiple meeting days, that meet on a Wednesday (MTWUF, MTWU, MTWF, MWUF, MTW, MWU, MWF, MW, TWUF, WUF, WU, WF) or on MU or MF will have term final examinations during the period designated by a W in the *Term Final Examination Schedule Matrix and the time of the regular course session.

For example, the term final examination for a course with component type of L that regularly meets MWF at 11:30 a.m. will be on Friday, December ? at ?.

Day courses, with *one component type, that meet on a Tuesday, but not on a Wednesday (MTUF, MTU, MTF, TUF, MT, TU, TF) or on TWU or TW or UF will have term final examinations during the period designated by a T in the *Term Final Examination Matrix and the time of the regular course session.

For example, the term final examination for a course with component type of L that regularly meets MTU at 8:30 a.m. will be on Tuesday, December ? at ?.

Day courses that have multiple component types, which include at least a lecture (L), or a recitation (R), or a lab (B), will have term final examinations as designated in the *Term Final Examination Matrix.

The component type with the highest *designated priority will determine when the term final examination for a course will be held; lecture (L) has priority over recitation (R) or lab (B), and
recitation (R) has priority over lab (L). Use the priority component type and III.,B.,vi. or III.,B.,vii. above to determine when the term final examination is scheduled.

If the priority component type meets only on a M or a W or a F, use the period designated by a W in III.,B.,vi. to determine when the term final examination is scheduled.

If the priority component type meets only on a T or a U, use the period designated by a T in III.,B.,vii. to determine when the term final examination is scheduled.

For example, the term final examination for a course that has recitation (R) at 2:30pm on Monday and lab (B) at 1:30-4:20pm on Tuesday and Thursday will be on Wednesday, December ? at ?. (Note: This is not a day course that meets only once a week, see III, B, iv.)

Day courses that have multiple component types other than lecture (L) or recitation (R) or lab (B) will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the Department Head.

Night-course term final examinations

Night courses that are *non-standard session courses, with *one or multiple component types, will have term final examinations during the last class session at the same location as the regular course session (when course meet during the term).
Night courses, that have *non-standard class meeting times with one or multiple component types, will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the Department Head.

Night courses that meet once a week and have only one time period and one component type will have term final examinations during the term final examination week on the night the course would regularly meet and at the same location where the course meets during the term.

Night courses, with *one component type and multiple meeting nights, that meet on a Wednesday (MTWUF, MTWU, MTWF, MWUF, MTW, MWU, MWF, MW, TWUF, WUF, WU, WF) will have term final examinations on Wednesday, December? and at the same location where the course meets during the term.

Night courses with *one component type and multiple meeting nights, that meet on a Tuesday but not a Wednesday (MTUF, MTU, MTF, TUF, MT, TU, TF) or on TWU or TW will have term final examinations on Tuesday, December ? and at the same location where the course meets during the term.

Night courses, with *one component type and multiple meeting nights, without a Tuesday or a Wednesday (MU, MF, UF) will have term final examinations on Thursday, December ? and at the same location where the course meets during the term.
Night courses that have multiple component types, which include at least a lecture (L), or a recitation (R), or a lab (B), will have term final examinations as designated in III.,C.,iv. or III.,C.,v. above.

The component type with the highest *designated priority will determine when the term final examination for a course will be held; lecture has priority over recitation or lab, and recitation has priority over lab. Use the priority component type and III.,C.,iv or III.,C.,v. above to determine when the term final examination is scheduled.

If the priority component type meets only on a M or a W or a F, use the period designated by a W in III.,C.,iv to determine when the term final examination is scheduled.

If the priority component type meets only on a T or a U, use the period designated by a T in III.,C.,v. to determine when the term final examination is scheduled.

For example, the term final examination for a course that has recitation (R) at 5:30pm on Monday and lab (B) at 7:30-9:20pm on Tuesday and Thursday will be on Wednesday, December ? and at the same location where the course meets during the term. (Note: This is not a night course that meets only once a week, see III.,C.,iii.)

Night courses, that have multiple component types other than lecture (L) or recitation (R) or lab (B), will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the Department Head.

Student Term Final Examination Conflicts

General Guidelines

A student who has more than two term final examinations scheduled in a 24-clockhour period (a 24-clockhour period starting at any time) may petition the instructor(s) of record of the highest numbered course(s) to schedule an alternate time(s) to take the term final examination(s) during the final examination week.
The instructor of record of the highest numbered course will schedule an alternate time for the student to take the term final examination during the final examination week.

Students scheduled to take a group term final examination at the same time as a scheduled night course term final examination will take the night course term final examination at a different time to be arranged in consultation with the night course instructor(s) of record. (See II. A. i. above for an exception.)

For the situation outlined in III. A. i. or III. A. ii., the instructor(s) of record should receive a written petition from the student at least 21 calendar days prior to the beginning of the term final examination week; the instructor(s) of record will need time to resolve the conflict(s).

Term final examination conflicts must be completely resolved at least 7 calendar days prior to the beginning of the term final examination week.

Written Petition

The written petition from the student to the instructor(s) of record must include the following information: course names, sections, class section numbers, and the names of the instructors of record for the courses involved; the original day/time of the examinations; the proposed day/time for the rescheduled examination; and the reason for the change.

Resolution

The component type instructor(s) of record will resolve the conflict and provide a written resolution to the student, the Department Head, and the Dean of the College.

*Glossary

Designated priority of component type -- Lecture (L) has priority over recitation (R) or lab (B) and recitation (R) has priority over lab (L). [pp. 4,6]

Non-standard course meeting time -- see Policy on Standard Course Meeting Times, http://www.k-state.edu/facsen/policies/ClassTime.htm [pp. 2,5]
Component type -- act=activity; aud=audio; fld=field study; hlp=help session; ind=independent study; int=internship; lab=laboratory; lec=lecture; les=lesson; prc=practicum; qz=quiz; rec=recitation; rdg=readings; rsh=research; sem=seminar; slf=self-paced; std=studio; tch=teaching student [pp. 2,3,4,5]

Term final examination matrix (as of 10/04 called Exams for Other Courses that Begin Before 5:00 p.m.) – see url http://courses.k-state.edu/ [pp.3,4]

Term final examination schedule – see url http://courses.k-state.edu/ [p. 2]

Course/Class Section Session

a. REGULAR SESSION = Starts any M-F day during 1st week of a 16 week term and MUST start on or after the 1st official day of the 16th week term.
   AND
   Ends any M-F day during the 16th week of a 16 week term.

b. NON-STANDARD SESSION = Any session that is shorter or longer than a regular session.

As of 01/07/09 1:41pm