MINUTES
Faculty Senate Executive Committee
Monday, January 7, 2008 3:30 pm
Union Room 213

Present: Adams, Arck, Bontrager, Carroll, Cauble, Fairchild, Gehrt, Guzek, Hosni, Kearns, Knapp, McCulloh, North, Piper, Smith, Spikes
Absent: DeLuccie, Miller, Turnley
Guests: Al Cochran, Tom Roberts

1. President Frank Spikes called the meeting to order at 3:30 p.m.

2. The December 3, 2007 minutes were approved as submitted.

3. Reports from Standing Committees and Student Senate
   A. Academic Affairs Committee – Doris Carroll
      1. Course and curriculum changes - Pages 3-10
      2. Final Exam Policy – Attachment 1 – Pages 11-15
   B. Faculty Affairs Committee – Betsy Cauble
      1. Appendix G University Handbook changes update
         Senator Betsy Cauble reported that the committee will delay the approval of Appendix G until
         probably next month. She also announced that Susanna Valdovinos has accepted the Director of
         Academic Personnel position currently held by Jane Rowlett.
   C. Faculty Senate Committee on University Planning – Roger Adams
      Senator Roger Adams reported that Bruce Shubert attended the committee’s December meeting to explain
      the budgeting process. The committee discussed the City/University fund at their meeting last week.
      The City/University Fund comes from the city sales tax collections on campus. The Good Neighbor
      program pilot was highly successful and will be continued. Senator Adams will be on a one-month leave
      next month so they are looking for an interim chair. Senator Cauble expressed concern about snow
      removal near Waters Hall and others noticed problems with handicap stalls. Senator Adams said he will
      look into these issues. He also reported that a dedicated re-cycling center is likely to be built in the north
      part of campus.
   D. Faculty Senate Committee on Technology – Michael North
      Senator Michael North reported that there will be a series of technology-related forums in the next couple
      of months. According to Ruth Dyer, there will be a technology survey issued to understand what
      technology we currently have in use. Senator North inquired on the possibility of inviting Dr. Dyer to the
      January Faculty Senate meeting. Senator Hosni suggested that this be part of the FSCOT report and not
      necessarily invite Dr. Dyer to speak at the Faculty Senate meeting. Senator Knapp said that we should
      encourage this information sharing. Senator Arck inquired on the status of the e-mail. Senator North
      reported that no decisions have been made yet but they are beginning to solidify what features should be
      part of an e-mail package.
   E. Report from Student Senate – Nick Piper
      Senator Nick Piper reported that Student Senate is working on a financial planning center for students.
      They have a dead week committee to propose changes to dead week. Student ambassadors are still
      visiting various organizations. He reported that they are working on Community Service programs and
      sustainability for becoming a green campus. They are continuing to work to improve the re-cycling
      program. A committee is continuing to look at the K-State Student Union funding structure to develop a
      strategic plan to address the operating deficits. He reported there will be a voting campaign for the
      student elections and partnering with organizations to focus on the presidential elections. The student
      tuition 5-year plan may not fit our needs in a few years. Some universities are looking at school specific
tuition plans for business or engineering and possibly others where graduates earn higher starting salaries. Senator Hosni reported that Engineering and Business already charge extra fees. Senator Carroll expressed concern on receiving broad faculty impact on dead week policies and tuition matters. She particularly expressed concern about creating a caste-based or class-based system. Senator Hosni recognized that about 88% of our students are from Kansas and we do not want to overprice the university tuition and fees.

4. Announcements

A. Presidential announcements/Faculty Senate Leadership Council
President Frank Spikes announced that the final stage of the promotion and tenure recommendations will soon be completed. He reported that the advisory committee on Continuing Education will meet with the Provost later this month. President Spikes reported that there is good progress on the focused meetings with the President’s Staff and Faculty Senate Leadership Council. At the last meeting technology was discussed and the need for a plan for regular technology replacements. Later this month the legislative initiatives as well as dispute resolution will be discussed with the President’s Staff. He reported the IT surveys will soon go out. He has discussed with the provost that the multitude of initiatives need to be brought together and reviewed to see what overlap there is. He announced that a report on Dr. Holland’s evaluation is expected from the provost later this month.

B. Kansas Board of Regents
President Spikes reported that the Board and staff are not in concert at this time. There is a new director of academic affairs to start next month. He reported that at the last meeting that the Board had requested a definition for general education from the council of chief academic officers and the Board was not satisfied with the definition presented. The KU hospital affiliation with St. Luke’s has been approved by the Board of Regents. This is the first step towards a national cancer center. The higher education student day with the legislature will be on February 5.

5. Old Business - none

6. New Business
The Calendar for 2008 Faculty Senate Elections was distributed.

7. For the Good of the University
Senator Carroll announced that she will be working as a special assistant to the provost this semester. She will be looking at on-line assessment.

President Spikes thanked the committee for their support of our various initiatives.

Dr. Al Cochran announced that on January 24 the department head retreat will be held with a focus on mentoring faculty. He also reported that twelve pre-proposals for Targeted Excellence funding were asked to submit final proposals.

8. Adjournment
The meeting was adjourned at 5:20 p.m.

Submitted by:
Jennifer Gehrt
ACADEMIC AFFAIRS

1. Course and Curriculum Changes
   A. Undergraduate Education
      1. Senator Doris Carroll moved for approval to place the following course change as approved by the College of Agriculture on October 8, 2007 on the January Faculty Senate agenda:

         COURSE CHANGES
         Entomology
         Add:
         ENTOM 589 Turfgrass Insects and Their Management

         Motion carried.

      2. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Arts & Sciences on November 1, 2007 on the January Faculty Senate agenda:

         COURSE CHANGES
         Department of English
         Changes to:
         ENGL 320 253 The Short Story
         ENGL 330 The Novel Fiction

         Department of Kinesiology
         Changes to:
         KIN 220 Biobehavioral Bases of Exercise Physical Activity
         KIN 330 Biomechanics
         KIN 345 Physical Activity and Public Health Social and Behavioral Epidemiology of Public Health Physical Activity
         KIN 520 Practicum in Exercise Science Fitness Settings

         Drop:
         KIN 340 Physical Activity in Contemporary Society

         Add:
         KIN 346 Laboratory Experience for Social and Behavioral Epidemiology of Public Health Physical Activity

         Department of Modern Languages
         Changes to:
         ARAB 281 Arabic III
         ARAB 282 Arabic IV

         Add:
         ARAB 501 Arabic V
         ARAB 502 Arabic VI

         Department of Women’s Studies
         Add:
         WOMST 480 Women and Environmentalism

   CURRICULUM CHANGES
   • Changes to the Primary Texts Certificate program requirements. See pages 7 and 8 of the November 1, 2007 Arts & Sciences white sheets for further detail and rationale.
• Changes to the undergraduate curriculum outline and course requirements for Kinesiology majors. See pages 9-11 of the November 1, 2007 Arts & Sciences white sheets for further detail and rationale.

Motion carried.

3. Senator Carroll moved for approval to place the following curriculum changes as approved by the College of Human Ecology on November 5, 2007 on the January Faculty Senate agenda:

**CURRICULUM CHANGES**

Changes to the Bachelor of Science in apparel and textiles:
- Under General Studies courses: Delete MATH 220, CHM 110, CHM 111, and CHM 210. Add 3-4 credit hours of Physical Science electives.
- Under the Specialization in apparel marketing add 1-6 credit hours of Apparel and Textile electives and change unrestricted electives from 14-17 to 15-17. See page 3 of white sheets for rationale.

Changes to the Bachelor of Science in Human Nutrition, Nutritional Sciences:
- Under Professional Studies: Change HN 620 from 4 to 3 credit hours; delete HN 630; add HN 535, HN 631, and HN 632. This will change the overall hours in this section from 30 to 31.
- Change unrestricted electives from 11-12 hours to 10-11 hours. See page 5 of white sheets for rationale.

Changes to the Bachelor of Science in Human Nutrition, Public Health Nutrition:
- Under General requirements: Replace ENGL 300 with ENGL 417 and add HRIMD 443.
- Under Professional Studies: Change HN 620 from 4 to 3 credit hours; delete HN 630; add HN 631 and HN 632.
- Change unrestricted electives from 22-24 to 23-25. See page 7 of white sheets for rationale.

Motion carried.

4. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Engineering on November 7, 2007 on the January Faculty Senate agenda:

**COURSE CHANGES**

Architectural Engineering
Changes to:
ARE 522 Loading and Stability of Structures
ARE 590 Integrated Building System Design

Biological and Agricultural Engineering
Changes to:
BAE 500 345 Properties of Biological Materials
BAE 530 560 Natural Resource Engineering
BAE 535 Fundamentals of Structures and Environment Engineering
BAE 536 Biological Systems Engineering Senior Design I
BAE 545 Fundamentals of Agricultural Biological Process Engineering

Add:
BAE 231 Biological Systems Engineering Project I
BAE 331 Biological Systems Engineering Project II

Drop:
BAE 531 Natural Resources Engineering Field Laboratory
INTRODUCTION

The college of engineering honors program welcomes qualified students to join the honors program at any point in their academic career in which they become academically eligible for admission into the university honors program. The honors program is intended to recognize the high achievements of outstanding students who go beyond the curriculum requirements for a given degree program to meet the challenges of completing advanced study, scholarship, leadership, and citizenship activities.

The information that follows is for discussion only and is limited to the portion of the university honors program requirements for which the College of Engineering will be responsible. When finalized, this will be an internal document to the College of Engineering and will provide guidance to students and faculty in the College as they develop individual programs for completion of the honors requirements.

I. College of Engineering Requirements ........... ..........8 credits or equivalent required

A. Engineering Honors Colloquium DEN399 ............................................. 1 credit hour
   Colloquium available in the Fall and Spring Semesters

B. Honors Project (Required) .................................................................3 - 4 credit hours
   Capstone research or creative project - including presentation of findings to faculty
   and/or students. Requires Supervision by a faculty mentor.

   The remaining 3 to 4 credits or equivalent necessary to complete a total of the 8 required by the College of Engineering may be obtained by completing any combination of the following courses or activities. The activities listed in item D must be approved by the College of Engineering honors coordinator in consultation with the departmental honors advisor and the University Honors Program Director prior to participating in the activity.

C. University Honors Courses ............................................................ Up to 4 credit hours
   These are in addition to any courses taken for the University Level Requirements listed in the University Honors Program.

D.*Leadership/Other Honors Activities Up to 4 *PDU’s
   (*PDU: Professional Development Units)
   
   Activities for earning professional development units and the number of PDU’s to be earned for each activity must be agreed to by the departmental honors advisor (DHA)
prior to participation by the student. An activities plan and a method to determine satisfactory completion of the activity must be presented to and approved by the DHA prior to participation by the honors student.

The activities shown in the following list are only intended as examples of ways by which professional development units may be earned. The professional development units listed for each example are not intended to be absolute. Note that no one activity can be repeated for additional professional development units.

- International Study Abroad or National Student Exchange (3)
- Faculty led study tour (1)
- Summer professional internship (2)
- Semester COOP Experience (3)
- Community Service including that organized by Engineers Without Borders, Kansas State University, etc (1 to 2)
- Submission of a design or written paper or poster for regional and/or national student competition (2). Personally presenting the paper or poster at a national meeting add (1) point. Placing in the top 3 at the national level add (1) point.
- Participation on an engineering sponsored student competition team at the regional or national level (2). If the team leader, add (1) point.
- Student organization leadership position (local chapter president or vice president or equivalent) (1)
- Engineering Ambassador Executive (1)
- Application for Nationally Competitive Scholarship Awards (Rhodes, Marshal, Truman, Goldwater, Udall or equivalent) (2)
- Graduate coursework (1 PDU for each credit hour of 700 level or higher taken for graduate credit)
- Modern Languages (1 PDU for each credit of 200 level or higher of a spoken modern language course or other as approved. Does not include literature or history courses)
- Participation in a formal Learning Community (1)
- Steel Ring

Effective Date: Spring 2008

*Biological and Agricultural Engineering*

Changes to the Bachelor of Science in Biological and Agricultural Engineering, including changes to its options

Degree Program Name Change:
From: Bachelor of Science in Biological and Agricultural Engineering
To: Bachelor of Science in Biological Systems Engineering
See page 9 of white sheets for rationale.

Drop:
General Curriculum Option
Rationale: Students do not choose to enroll in the General Option. The biological, environmental and machinery options better align with the coursework taught in Biological and Agricultural Engineering.

Name Change and curriculum changes:
From: Machinery Option
To: Machine Systems Option
Credit hours for graduation will change from 130 to 128.
Courses to be dropped: BAE 200, Biology elective, CIS 209, Technical elective, DEN 275, DEN 015, Machinery technical elective. Total hours to be dropped: 15.
Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 536 plus one additional hour of credit, BAE 560, BAE 561, DEN 325 and BAE 636 plus one additional hour of credit. Total hours to be added: 13.
See page 22 of white sheets for rationale.

Changes to the Environmental Option
Credit hours for graduation will change from 130 to 128.
Courses to be dropped: BAE 200, BAE 636, Engineering tech elective, CIS 209, CE 533, CE 333, ME 512, DEN 275, ME 212, BAE 531, BAE 350, DEN 015, BAE 690. Total hours to be dropped: 23.
Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 536 plus one additional hour to original course, BAE 545, BAE 660, CE 530, Ecoengineering elective, DEN 325, GEG 508. Total hours to be added: 21. See pages 25-26 of white sheets for rationale.

Changes to the Biological Option
Credit hours for graduation will change from 130 to 128.
Courses to be dropped: BAE 200, BAE 636, Biology/Biochemistry/Chemistry elective, one credit hour of COE electives, DEN 275, DEN 015, ME 212. Total hours to be dropped: 11.
Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 545, BAE 536 plus one additional hour of credit, DEN 325. Total hours to be added: 9. See page 29 of white sheets for rationale.

Electrical and Computer Engineering
Changes to the Bachelor of Science in Electrical Engineering:
The department wishes to move two course sequences to an earlier position in the curriculum to provide the necessary prerequisite material coverage prior to more advanced courses. These sequences are:

EECE 510 Circuit Theory 1, EECE 511 Circuit Theory 2
EECE 525 Electronics 1, EECE 526 Electronics 2

The sole reason that these changes have not been made in years past was that EECE 511 requires as prerequisite certain topics from MATH 240 Differential Equations and this course occupied the final position in a four-course chain including Calculus 1-3. An agreement has been reached (see attached) with the mathematics department to allow EECE students to take the Differential Equations course prior to Calculus 3. This allows the changes indicated above to be made.

Movement of these courses within the program structure has necessitated the repositioning of several other courses as indicated in the attached materials.

Finally, DEN 015 New Student Orientation has been replaced by EECE 015.

Impact: An agreement has been reached (see attached) with the mathematics department to allow EECE students to take the Differential Equations course prior to Calculus 3. No impact beyond the EECE Dept.

Senator McCulloh inquired if a student not in the Honors Program would receive any sort of recognition for participation in leadership activities. Assistant Dean Tom Roberts replied there is no intention to place this on the transcript.

Motion carried.

5. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Technology and Aviation on November 20, 2007 on the January Faculty Senate agenda:

**COURSE CHANGES**
Changes to:
AVM 132 Aircraft Fluid Power
AVM 142 Airframe Systems
AVM 241 Navigational Aids and Communication Systems
PPIL 386 Aerodynamics
CMST 137 Fundamentals of Web Design of Visual Literacy
CET 210 Introduction to Problem Solving with Computer Applications

Add:
CMST 115 Graphics Software Applications
CMST 146 Digital Photography
CMST 216 Digital Media I
CMST 306 Digital Media II
CMST 323 Game Programming
CMST 326 Page Layout and Type
CMST 336 Digital Media Project
CET 222 Construction Safety
CET 341 Mechanical Systems
CET 342 Electrical Systems

Drop:
AVMR 220 Aviation Maintenance Review/General
AVMR 230 Aviation Maintenance Review/Airframe
AVMR 250 Aviation Maintenance Review/Powerplant
CET 340 Mechanical and Electrical Systems

CURRICULUM CHANGES
Changes to the Bachelor of Science in Aeronautical Technology, Professional Pilot:
Change to the Senior Spring Semester: Replace the aviation elective with a culminating aviation experience with one of the following courses: COT 495, PPIL 416, or PPIL 455. Delete the following language: **Marked electives must be upper division courses, 300 and above. Upper Level hours in aviation electives required.....3. See page 8 of white sheets for rationale.

Changes to the Associate of Technology in Electronic and Computer Engineering Technology:
Replace CMST 110 with CMST 103 in the Freshman Spring Semester. See pages 9-10 of white sheets for rationale.

Changes to the Associate of Technology in Engineering Technology, Construction Option:
Freshman Fall Semester: Replace 3 credit hours of University General Education with CMST 108.
Freshman Spring Semester: Delete MATH 220 and ETA 020. Add CET 222 and 3 credit hours of University General Education elective.
Sophomore Fall Semester: Delete CET 211, change course title to CET 210. Add CET 341.
Sophomore Spring Semester: Delete CET 340 and MET 245. Add CET 342 and CET 211.
See pages 11-12 of white sheets for rationale.

Add:
Associate of Technology in Engineering Technology, Digital Media Option (ETA-DM)
See pages 13-18 of white sheets for further detail and rationale.

Senator Carroll clarified that Academic Affairs approved these changes in early December and subsequently received an inquiry of concern from Angela Powers, Journalism and Mass Communications, regarding possible duplication of Manhattan communication courses. Senator Hosni suggested that this be resolved prior to forwarding to the senate. Senator McCulloh moved to divide the motion and remove CMST 115, CMST 146, CMST 306, CMST 326 and CMST 336 from the list for approval. Motion seconded and carried. Senator Carroll moved to place the revised course and curriculum changes absent the five courses listed above on the January agenda. Motion carried.
B. Graduate Education – Senator Carroll moved for approval to place the following course and curriculum changes as approved by the Graduate Council on November 6, 2007 on the January Faculty Senate agenda:

**Changes**
AGCOM 810 Scientific Communication
ASI 777 Meat Technology
FDSCI 791 Advanced Application of HACCP Principles
HORT 625 Floral Crops Production and Handling
HORT 815 Plant Nutrition and Nutrient Management
♦ GEOG 620 Mexico, Central America, and Caribbean (UGE course)
SOCWK 610 Topics in Social Work
HN 620 Nutrient Metabolism
HN 632 Clinical Nutrition II
CS 732 Diagnostic Techniques in Equine Medicine
DMP 854 Disease Epidemiology
DMP 871 Molecular Diagnostics of Infectious Diseases

Plant Pathology MS Graduate Curriculum (See pages 43-45 of the Nov. 6 Grad Council agenda)
Plant Pathology PhD Graduate Curriculum (See pages 45-46 of the Nov. 6 Grad Council agenda)

**New**
ASI 602 Equine Genetics
GRSC 745 Fundamentals of Bioprocessing
HORT 600 Herbsaceous Landscape Plant Production
PLPTH 837 Plant-Virus-Vector Interactions
PLPTH 921 Special Topics in Plant Pathology
PLPTH 922 Teaching Practicum in Plant Pathology
CHM 939 Topics in Analytical Chemistry
♦ GEOG 622 Geography of South America (UGE course)
HIST 854 History and Security: South Asia
ANTH 677 Digital Ethnography
SOCWK 612 Fundamentals of Communication for the Agriculture and Food Science Community
HRIMD 975 Research and Applied Theories in Consumer Behavior in Foodservice and Hospitality Management
HN 631 Clinical Nutrition I
DMP 954 Design and Interpretation of Epidemiologic Research

Master of Science in Dietetics (College of Human Ecology- See pages 51-71 of the Nov. 6 Grad Council agenda)
Master of Arts in Theatre (College of Arts & Sciences- See pages 72-95 of the Nov. 6 Grad Council agenda)
Master of Arts in Theatre with concentration in Drama Therapy (College of Arts & Sciences)
Graduate Certificate in Teaching and Learning (College of Education- See pages 96-104 of the Nov. 6 Grad Council agenda)

**Drop**
CS 723 Core Food Animal Rotation
CS 744 Grand Rounds II

Senator Carroll reported that within the Master of Science in Dietetics there was a course numbering error made by Human Ecology for HN 840 as this number is in use already. The course number was approved to be HN 842 instead.

Motion carried.

C. General Education
1. Senator Carroll moved for approval to place the following course changes as approved by the UGE Council on November 9, 2007 on the January Faculty Senate agenda:

   **Changes: (College Arts & Sciences October 4, 2007 white sheets)**
   GEOG 620 Mexico, Central America, and Caribbean

   **New: (College of Arts & Sciences October 4, 2007 white sheets)**
   GEOG 622 Geography of South America
   GERM 515 Topics in German Cultural Studies

   Motion carried.

D. Graduation additions – Senator Carroll moved for approval to place the following addition to the August 2007 graduation list on the Faculty Senate agenda for approval: Jessel Reuen Coomansingh, B.S. in Human Nutrition, College of Human Ecology

   Motion carried.

2. Revised Final Exam Policy – **Attachment 1**
   Senator Carroll moved for approval to place the attached proposed Revised Final Exam Policy change on the January Faculty Senate agenda. Motion carried.
Proposal: Semester final exams for courses that begin before 5:00 PM and meet only once weekly will be scheduled according to the regular semester final examination schedule.

Rationale: The proposal will move semester final exams for courses that begin before 5:00 PM and meet only once weekly from the last week of classes to the semester final examination period. This change will bring current practice into compliance with current policy (University Handbook, F70) and resolve faculty concerns about instructional time lost when semester final exams are scheduled during the last class period.

Effective Date: Spring 2009
Semester Final Exam Schedule
(F07 exam schedule used as example)

Change from:

II. Exams for Other Courses that Begin Before 5:00 p.m.

1. Courses that meet on MTWUF, MTWF, MW, TWUF, WF, MWF, MT, MU, and MF will be examined during the period designated by a W and the time that the regular course session begins. For example a course that regularly meets MWF at 11:30 a.m. will be examined on Thursday, December 13, 11:40 to 1:40 p.m.

2. Courses that meet on TU, TUF, MTU, TF, and UF will be examined during the period designated by a T and the time that the regular course session begins. For example, a course that regularly meets TU at 8:05 a.m. will be examined on Monday, December 10, 2:00 p.m.-3:50 p.m.

3. Courses that meet only once a week will be examined as follows:
   
   Monday: December 3
   Tuesday: December 4
   Wednesday: December 5
   Thursday: December 6
   Friday: December 7

Change to:

II. Exams for Other Courses that Begin Before 5:00 p.m.

1. Courses that meet on MTWUF, MTWF, MW, TWUF, WF, MWF, MT, MU, MF, M, W, and F will be examined during the period designated by a W and the time that the regular course session begins. For example a course that regularly meets MWF at 11:30 a.m. will be examined on Thursday, December 13, 11:40 to 1:40 p.m.

2. Courses that meet on TU, TUF, MTU, TF, UF, T, and U will be examined during the period designated by a T and the time that the regular course session begins. For example, a course that regularly meets TU at 8:05 a.m. will be examined on Monday, December 10, 2:00 p.m.-3:50 p.m.
Student Exam Conflicts  
(F07 exam schedule used as example)

Change from:

IV. General Information  
A. Student Exam Conflicts

1. Students scheduled to take a group examination at the time of the evening final examination will take the evening course examination at a time to be arranged during final exam week in consultation with the evening course instructor.

2. Students who have more than two examinations scheduled in a 24-clockhour period (a 24 hour period starting at any time) may petition for a final exam change in the following manner:
   a. Petition the instructor(s) of the highest numbered course(s) to schedule an alternative time to take the final examination(s) during final exam period.
   b. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.
   c. If the scheduling cannot be resolved through the instructors and the courses are in different colleges, the University Provost will make the rescheduling decision.

3. Students must notify the instructor(s) involved and have resolved final examination conflicts at least seven days prior to the beginning of finals week.

Change to:

IV. General Information  
A. Student Exam Conflicts

1. Students scheduled to take a group examination at the time of the evening final examination will take the evening course examination at a time to be arranged during final exam week in consultation with the evening course instructor.

2. Students who have more than two examinations scheduled in a 24-clockhour period (a 24 hour period starting at any time) **or who have conflicting exam times** may petition for a final exam change in the following manner:
   a. Petition the instructor(s) of the highest numbered course(s) to schedule an alternative time to take the final examination(s) during final exam period.
   b. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.
   c. If the scheduling cannot be resolved through the instructors and the courses are in different colleges, the University Provost will make the rescheduling decision.

3. Students must notify the instructor(s) involved and have resolved final examination conflicts at least seven days prior to the beginning of finals week.
Resolution of Exam Room Conflicts
(F07 Exam Schedule used as example)

Change from:

IV. General Information
  B. Faculty Information
  1. No course shall meet after December 7, and all examinations shall be given as scheduled.

  2. Departmental schedulers should schedule general use classroom space for final examination for evening courses and group examinations by contacting University Facilities Management Room Scheduling and completing a “Request for Use of University Buildings and Grounds” form.

  3. Grades should be submitted before or on the due date/time to the Enrollment Services Office, 210 Willard Hall.

     a. Monday, December 17, NOON
        1) For all scheduled final exams given on December 10, 11 or 12.
        2) For day courses (starting before 5:00 p.m.) that meet only once a week.
        3) For section type “appt” courses.
        4) For evening courses that have scheduled final examination on December 3, 4, or 5 evenings.

     b. Wednesday, December 19, NOON
        1) For scheduled final examinations given December 13 or 14.
        2) For evening courses that have scheduled final examinations on December 6 or 7 evenings.


Effective Date: Spring 2009

Change to:

IV. General Information
  B. Faculty Information
  1. No course shall meet after December 7, and all examinations shall be given as scheduled.

  2. Departmental schedulers should schedule general use classroom space for final examination for evening courses, group examinations, and courses with room conflicts by contacting University Facilities Management Room Scheduling and completing a “Request for Use of University Buildings and Grounds” form.

  3. Grades should be submitted before or on the due date/time to the Enrollment Services Office, 210 Willard Hall.

     a. Monday, December 17, NOON
        1) For all scheduled final exams given on December 10, 11 or 12.
        2) For section type “appt” courses.
        3) For evening courses that have scheduled final examination on December 3, 4, or 5 evenings.

     b. Wednesday, December 19, NOON
        1) For scheduled final examinations given December 13 or 14.
        2) For evening courses that have scheduled final examinations on December 6 or 7 evenings.

University Handbook – Change to Section F71
Examinations
Change from:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under “Course Schedules,” it may be changed only with the concurrence of the university provost. Faculty members 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 the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations. (FSM 5/13/03)

F71 Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) may petition the instructor(s) of the highest numbered course(s) and schedule an alternative time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.

Effective Date: Spring 2009

Change to:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under “Course Schedules,” it may be changed only with the concurrence of the university provost. Faculty members 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 the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations. (FSM 5/13/03)

F71 Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) and students who have conflicting exam times may petition the instructor(s) of the highest numbered course(s) and schedule an alternative time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.