

Attachment 4
University Handbook, Section F:
Instruction: Academic Procedures
Revised by Faculty Affairs October 20, 2009
(July 2006, revisions)

Classes

F50 Class schedule. The head of each department, in consultation with the faculty, prepares a schedule of classes and teaching assignments. This class schedule lists all courses to be offered, with hours, rooms, and, if known, instructors for each section. Class schedules are available to the faculty and students prior to each enrollment period. A course not yet approved by the faculty senate may be listed in the class schedule but must be deleted and not taught if the faculty senate has not approved the course by the first day that students enroll. (FSM 4-12-77.) Each departmental schedule shall provide that not more than 40 percent of total class time be scheduled for Monday, Wednesday, and Friday mornings.

F51 Course Description Key.

Courses not applicable toward degree requirements 000-099

Lower division undergraduate courses designed as freshman/sophomore courses 100-299

Upper division undergraduate courses designed as junior/senior courses 300-499

Upper division undergraduate courses, primarily for juniors and seniors, but also eligible for graduate credit 500-699
(Courses numbered 500 may be taken for graduate credit only in a minor field. Courses numbered 600 may be taken as part of a graduate student's major field.)

Graduate and upper division courses, primarily for graduate level 700-799

Graduate master's courses and professional courses beyond undergraduate level 800-899

Graduate courses primarily for doctoral level 900-999

F52 Class size. It is expected that scheduled classes will be offered. When, however, enrollments are below minimums established by the regents, classes are subject to cancellation and students enrolled in these classes should be reassigned. Any classes below the minimums that are recommended for continuation must be justified by the department head and approved by his/her dean and the provost. The following are the established minimum enrollments:

F53 Classes or sections, under a single instructor, in basic freshman subjects, may not be continued when the enrollment is below 15.

F54 Classes for courses above the basic freshman level, if neither vocational in character nor laboratory courses, must have an enrollment of ten or more in order to be continued.

F55 Laboratory courses or courses that are vocational in character must have an enrollment of seven or more for undergraduate credit or three or more for graduate credit to be continued.

F56 Classes or courses numbered from 500 through 799 may be continued regardless of class size if 50 percent or more of the students enrolled are graduate students, provided the number of graduate students is more than two.

F57 Classes for courses numbered 800 to 999 have no minimum enrollment limit.

F58 Courses scheduled as Individual Instruction, Problems, Research, etc., and taught by appointment are not restricted by a minimum enrollment limit. However, students may not be assigned to these to evade minimum class-size provisions.

F59 Maximum class sizes are governed by the requirements of optimizing teaching and learning conditions and frequently by the physical facilities available.

F60 Duration of class. Class and lecture periods normally last 50 minutes in the regular semester and 60 minutes during the summer term. Longer periods are sometimes provided, particularly when fewer meetings in the week are scheduled. Graduate seminars are commonly scheduled for longer periods, at the discretion of the department.

F61 Absence of instructor. Unless notified of late arrival of the instructor, a class is excused after waiting ten minutes for the instructor to appear. An instructor will not be absent without notification unless the situation is an emergency. Arrangements will be made for a substitute or some other procedure when the instructor knows in advance that he/she will be unable to meet the class.

F62 Class attendance. Class attendance policies shall be determined by the instructor of each course. Instructors will determine the manner in which missed class work and examinations may be made up.

F63 Class dismissal. Each year K-State schedules and sponsors various convocations, lectures, and similar functions considered to be of significant educational value to students and faculty. The determination of whether or not to dismiss classes to allow students to attend these events is made by the class instructor. This is not in conflict with the Kansas Board of Regents' policy statement of June 19, 1970. (See [Appendix D](#).) Classes may not be dismissed except for events scheduled and officially sponsored by the university.