

## **Proposal to Modify Semester Final Exam Policy**

**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

Approved by Committee on Academic Policies and Procedures, October 10, 2007

Approved by Faculty Senate Academic Affairs Committee, December 4, 2007

Approved by Faculty Senate on February 12, 2008

## 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. **In case of an examination conflict, it may be resolved at the discretion of the dean upon the request of the department head.** 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. **In case of an examination conflict, it may be resolved at the discretion of the dean upon the request of the department head.** 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 **non-group exam** 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.
4. Faculty Senate Handbook—Final Exam Policy – <http://www.k-state.edu/academicservices/fhbook/fhsecf.htm>

### 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.
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Effective Date: Spring 2009

## 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

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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 **non-group exam** 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.