

MINUTES
Faculty Senate Academic Affairs
December 4, 2007, 3:30 p.m.
K-State Student Union, Room 204

Present: Carroll, Charney, Holcombe, Hubler, King, LeHew, Martin, Montelone, Pacey, Ramaswamy, Weninger

Absent: Staggenborg

Visitors: Karen Pence, Kevin Donnelly, Monty Nielsen, Rich Gallagher, Dick Hayter

1. Doris Carroll, Chair, called the meeting to order at 3:32 p.m.
2. The November 6, 2007 minutes were approved as submitted.
3. Revised Final Exam Policy – Karen Pence (**Attachment 1**)
Carroll welcomed Karen Pence to the meeting. Pence presented the revised Final Exam Policy. She gave some of the history regarding why this issue is being reviewed. It was discovered some time ago that final exams for classes that meet once a week were being given in the wrong manner, contrary to university policy. Therefore, CAPP was requested to address this policy and come up with a way to have classes that meet once a week to have the same final exam schedule as other courses. Pacey made a few minor suggestions regarding wording. Pence will make the suggested changes to the document. A motion was made by Hubler and seconded by Pacey to accept the proposal. Motion carried. After further discussion, a motion was made by Weninger to add the effective date of Spring 2009 to this policy. Hubler seconded. Motion carried.
4. Course and Curriculum Changes

Carroll requested that item A4 be addressed first in light of the guests present at the meeting. There were no objections.

A. Undergraduate Education

1. A motion was made by Martin and seconded by Holcombe to approve the following course change as approved by the College Agriculture of on October 8, 2007:

COURSE CHANGES

Entomology

Add:

ENTOM 589 Turfgrass Insects and Their Management

Motion carried.

2. A motion was made by Hubler and seconded by Montelone to approve the following course and curriculum changes as approved by the College of Arts & Sciences on November 1, 2007:

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.

Hubler noted that II needed added to the WOMST 480 course as listed in the white sheets. Ms. Becker will change this and inform the A&S dean's office of the modification. Motion carried.

3. A motion was made by LeHew and seconded by Martin to approve the following curriculum changes as approved by the College of Human Ecology on November 5, 2007:

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.

After a brief discussion surrounding the changes to the Bachelor of Science in apparel and textiles the motion carried.

4. A motion was made by Pacey and seconded by King to approve the following course and curriculum changes as approved by the College of Engineering on November 7, 2007:

COURSE CHANGES

Architectural Engineering

Changes to:

ARE 522 Loading and ~~Stability of Structures~~ Load Paths in Buildings

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 ~~Agricultural~~ Biological Systems Engineering Senior Design I

BAE ~~575~~ 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

BAE 533 Applied Hydrology

Computing and Information Sciences

Drop:

CIS 112 Advanced Personal Computing

CIS 411 Global Information System

CIS 580 Numerical Computing

Industrial and Manufacturing Systems Engineering

Changes to:

IMSE 563 Manufacturing Processes Engineering

CURRICULUM CHANGES

UNIVERSITY HONORS PROGRAM – College of Engineering Requirements

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 Requirements8 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, GEOG 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, DEN015 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.

Rich Gallagher gave an overview of the proposed Honors Program Engineering requirements. There was a brief discussion regarding the PDUs in their outline. Motion carried.

5. A motion was made by King and seconded by Ramaswamy to approve the following course and curriculum changes as approved by the College of Technology and Aviation on November 20, 2007:

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~~ Web Design of Visual Literacy

CET 210 ~~Introduction to Construction~~ 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.

Motion carried.

- B. Graduate Education – A motion was made by Weninger and seconded by Montelone to approve the following course and curriculum changes as approved by the Graduate Council on November 6, 2007:

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 Herbaceous 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

Motion carried

- C. General Education

1. A motion was made by Weninger and seconded by Martin to approve the following course changes as approved by the UGE Council on November 9, 2007:

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.

5. Graduation additions – A motion was made by LeHew and seconded by Pacey approve the following addition to the August 2007 graduation list: Jessel Reuen Coomansingh, B.S. in Human Nutrition, College of Human Ecology. Motion carried.

6. Committee Reports

- A. University Library Committee – Mohan Ramaswamy

The library committee met yesterday. Two items were discussed. First, the Library collection policy is being reviewed. Ramaswamy discussed how the Library's strategic plan is being used to help formulate a collection policy. The second item was about external storage. Space continues to be a problem. They are trying to find additional space for storage. They now are renting space at KU at a facility located in Lawrence. The capacity will be 500,000 books from K-State. K-State users will not see a difference in turn around time if they need to access a book that is at KU vs. a local storage facility.

- B. Committee on Academic Policy and Procedures (CAPP) – Doris Carroll

CAPP met in November. They are still working on the plagiarism definition. They've received input from various sources and are struggling with wording. They believe ultimately that faculty should be the ones to develop this policy and would like to turn work on it back over to the Academic Affairs committee. They did agree there should be one definition in the handbook and that this should be used university-wide. Carroll will put this item on our next agenda for Academic Affairs to review.

- C. Student Senate – Tim Weninger

The Rec expansion passed. Weninger will be drafting legislation regarding the process that was followed. Also, they have run out of money and will now empty the allocation reserves. Weninger asked for committee member's opinion on project funding and how these are awarded. Currently they can either give all or none of the monies requested and they would like to be able to handle this differently. LeHew mentioned the FDA (Faculty Development Award) program and how money from that is granted. Sometimes not all the money is awarded. LeHew suggested that possibly changing the review process by making it a blind review might help.

- D. Course and Curriculum ad hoc committee – Second reading scheduled for the next meeting

- E. General Education Task Force – Melody LeHew

The working document from the task force has been made available to faculty and she hopes that everyone will take a look at it. Also, at their meeting on Friday they discussed having forums where the task force will be able to answer questions and comments regarding their proposed changes. These will be held on Wednesday, December 12th, 9-10 a.m. and Thursday, December 13th, 2-3 p.m. A room has not been decided upon as of yet. An email will be going out to faculty on campus notifying them of these dates. These will not be the only forums held. There will be more in the spring and then eventually the task force will visit each college. It was also suggested if they want to reach students they should visit a student senate meeting.

7. Old Business

Carroll wished to apologize to the committee for an error made on her part. She communicated that there was some AGCOM courses that should have been held back from approval at the Academic Affairs level. Unfortunately, due to some email difficulty, she did not have this done in time. These courses had not made it yet to Faculty Senate meeting though, and so they are now on hold and will be resubmitted in the spring by the College of Agriculture.

8. New Business

Faculty Senate committee meetings for this month and next will be a little off due to the holiday schedule. Ms. Becker will send everyone a reminder email of the meeting dates.

9. For the good of the University

Ramaswamy mentioned that they've been having a nice turn out for classes customized for faculty that the Library has offered. These are to help faculty members update their knowledge and skills on new and electronic library resources. Thus, the library has decided to offer classes for faculty each semester. He asked committee members to help spread the word and encourage their faculty to participate in these classes.

10. The meeting adjourned at 5:01 p.m.

ATTACHMENT 1
Revised Final Exam Schedule Policy

November 2, 2007

Dr. Doris Carroll
Chair, Faculty Senate Academic Affairs Committee
Dept. of Counseling and Educational Psychology
Bluemont Hall
CAMPUS

Dear Dr. Carroll:

Last fall Senator Elizabeth Dodd contacted the Committee on Academic Policy and Procedures (CAPP) on behalf of faculty who expressed concerns about the semester examination schedule for *courses that begin before 5:00 p.m. and meet only once a week*. Semester examinations for these courses are scheduled on the last class meeting day prior to semester examination week, which eliminates one week of instructional time and contradicts the statement in the University Handbook that “No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations.”

In response to these concerns, CAPP studied alternatives for scheduling semester examinations for these courses during semester examination week. Our goal was to identify an examination schedule that would cause the fewest scheduling conflicts for students, faculty and classrooms.

CAPP has proposed two possible revisions. One was considered by Faculty Senate and returned to the committee as unacceptable (FS, May 2007). One was rescinded after more thorough analysis brought to light the extent of potential scheduling conflicts of the proposal (CAPP, October 2007).

On October 10, 2007, CAPP again considered alternatives and voted to send forward the following policy revision for consideration.

Exams for courses that begin before 5:00 p.m. and meet only once weekly will be scheduled according to the regular examination schedule.

If adopted, a policy for resolution of exam room conflicts and exam time conflicts also will required.

We recognize that this alternative may cause scheduling conflicts for students, faculty and classrooms, but assume that the conflicts can be managed.

► Classes may expect to use the same classroom at the same time – e.g., different once-weekly day classes may be scheduled in the same classroom on Monday, Wednesday, and Friday, or on Tuesday and Thursday. In the case of conflicting exams, faculty or departmental schedulers may be required to schedule a different classroom for the exam, as is required for evening courses and group examinations. We suggest that conflicts be resolved using a policy similar to the one for resolution of more than two exams in 24 clock-hours – the higher numbered course will schedule a different classroom for the exam. It is imperative that classroom conflicts be identified, resolved and communicated to students well in advance of semester exam week.

► Students and faculty may have exam time conflicts if they have more than one once-weekly day class at the same time on different days – e.g., a 2:30-5:20 class on Monday and a different 2:30-5:20 class on Wednesday or Friday. Student conflicts can be resolved by adapting the policy for resolution of more than two exams in 24 clock-hours to include conflicting exam times. Faculty conflicts may require engaging an exam proctor.

The enclosed pages show how the “Semester Final Examination Schedule” information in the Class Schedule and Section F71 in the University Handbook could be modified to accommodate the proposed change.

Please contact me if the Academic Affairs Committee has questions about this proposal.

Sincerely,

Karen T. Pence
Senior Assistant Dean

Copy: Kevin Donnelly, CAPP chair

Enclosures: Proposed changes to Semester Final Examination Schedule
and to Section F71 in University Handbook

Semester Final Examination Schedule

(F07 exam schedule 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 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 weekly** 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 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/academic-services/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.
4. Faculty Senate Handbook—Final Exam Policy – <http://www.k-state.edu/academic-services/fhbook/fhsecf.htm>

(University Handbook)

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.

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.

Effective Date: Spring 2009