DATE:    March 15, 2017  
TO:         KU Faculty, Staff, and Students  
FROM:   University Senate President Joe Harrington  
RE:         Notification of Proposed Amendment to University Senate Rules and Regulations Article I, Section 3.

The proposed amendment to USRR 1.3.2 will be discussed at the University Senate meeting on March 30, 2017, and voted on at the meeting on April 13, 2017. (A vote may be taken on March 30, 2017 if two-thirds of the members present vote to take a vote on the amendment). Both meetings will be held in Room 203 Green Hall (Law School) at 3:15 p.m. The meetings are open to members of the University community.

Interested persons may submit written comments on the proposed amendment to the Office of University Governance (email: govern@ku.edu) by noon on Thursday, March 30, 2017. Please note that proposed changes to the University Senate Rules & Regulations are required to be sent to all faculty, staff, and students, but no action is required on your part unless you wish to submit a written comment. In the proposed amendment below added language is shown in bold and highlighted.

Please contact me (jharring@ku.edu) if you have any questions about this amendment.

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**Potential Amendment to University Senate Rules and Regulations Article I, Section 3.**

(Regarding Final Exams for Online/Non-regular Courses).

**USRR 1.3.2**

**Rationale:**

The particular sentence (highlighted and bold) proposed to be inserted in the third paragraph of USRR 1.3.2 is essentially copied from USRR 1.4.2 (which governs special exams), but currently is not explicitly included in USRR 1.3.2 (which governs final exams). It is obvious that the spirit of this rule applies to the finals, and it is better to reiterate this sentence explicitly in USRR 1.3.2, since online and non-regular courses seem to be involving more students now and questions about such time conflicts did arise.

**Proposed amendment:**

**USRR 1.3.2**

If a “take home” exam or an online exam is given in a class with a regular meeting time, it may not be due prior to the end of the regularly scheduled final exam period for the class. If a proctored or online exam is given for an online course, the due date shall be noted in the course syllabus. **When the final of an online/non-regular course conflicts with a student’s obligation to other regularly scheduled university classes, the student will be accorded the opportunity to take the final at a time not in conflict with other regularly scheduled university classes.** The above does not apply to assignments such as projects, performances, or papers. These may be due or take place during the last week of regular classes. Projects, performances, paper, and other coursework may be due during finals week only in lieu of a final exam. This rule does not apply to coursework for which the student has received an extension.