

**FY-15 CALENDAR COMMITTEE
Fiscal Year 2015 FINAL REPORT**

Committee Members: Jide Wintoki (Chair), Shima McCurdy, Brian McDow, Robin Merritt, Sanjay Mishra, Edward Peltier, Albert Sheu, Richie Hernandez (Student), Marquise Paige (Student), Jessie Pringle (Student), Hannah Reinhart (Student), Charles Olcese (ex-officio), Keith Dawson (ex-officio).

Standing charges:

1. Monitor compliance with University Senate Rules and Regulations 1.3.2 concerning final examinations, including: (a) ensuring that adequate arrangements are made each semester to inform students and faculty through the Schedule of Classes about the regulations governing final examinations, and the appropriate procedures to be followed if questions arise about the application of the regulations; (b) informing the teaching faculty and GTAs, via an e-mail from the chair, one week before the beginning of each semester (in August and January) of these regulations and their rationale; and (c) considering requests for exceptions, as provided in the regulations. Report actions taken on these matters to SenEx. (ongoing)

The Committee sent two notices to all faculty, staff and students in August 2014 and January 2015 (a week before and after the start of the Fall and Spring semesters respectively) to remind all parties of the final exam rules and links to more information (see attached e-mail notices).

2. Monitor compliance with University Senate Rules and Regulations 1.4.2 concerning the scheduling of examinations outside of regular class hours. Following the committee's established procedures, approve or disapprove applications for tests other than final examinations to be held at times other than regular class hours. Report actions taken on these matters to SenEx.

The Committee received and approved seven (7) special exam requests in the Spring of 2015 and five (5) special exam requests in the Fall of 2015. Reasons for these requests include accommodating conflicts involving many students, moving exams to ensure a larger room could be found to accommodate a large number of students in a class, and allowing several sections to have a common Final.

The Committee also reviewed and responded to several ad-hoc questions throughout the year concerning final examination policies, and exam scheduling, from various faculty members.

3. Update the five-year calendar report to SenEx by 1/15/2015.

The Committee was informed by the representative of the registrar's office that the Board of Regents (BOR) recently approved calendar through 2018-2019 and would be not be approving a new calendar this year. However, the Committee proposed a number of dates extending the academic calendar through 2019-2020

(see attached academic calendar). The Committee will work on updating the calendar in the 2016 fiscal year in preparation for the next BOR approval and with further guidance from the faculty senate.

Specific Charge:

1. Continue working to develop a policy for scheduling final examinations in dual-campus courses, seeking input from the Edwards Campus. Consider whether the policy should blanket all classes, or differ by time or mode of delivery and whether the comparative size of the enrollment (from Edwards or Lawrence) should play a role in determining the exam schedule. Using data on the number of courses that are dual-campus, consider the viability and impact of each of the four options identified last year plus any other options identified by the committee.
 - a) Allowing the professors involved to work out the schedule details (this is the current policy).
 - b) Allowing the University to develop/set policy, incorporating the opinions of those more directly involved and thus more knowledgeable of the situations.
 - c) Allowing each campus to set its own distinct policy for final exams, thus eliminating the necessity of these exams occurring at the same time.
 - d) Declaring that one or the other of the campuses involved simply must adhere to one or the other of the campus' current final exam schedule.

The Committee discussed developing a policy for scheduling final exams on dual campuses, and received input from various members of the committee. After extensive debate, the committee reached a consensus that various campuses should continue their current general final exam policies. This is because only a relatively small number of students have classes on more than one campus in the same semester.

Instead of having an overarching policy, the committee agreed that the current final exam policy dealing with exam conflicts within campus should be amended to include conflicts across campuses. A draft of this amendment, as proposed by the committee for adoption by the faculty senate (or further debate in the 2016 fiscal year), is appended to this report.

August 2014

TO: Faculty, Unclassified Staff, and Graduate Teaching Assistants

FROM: Jide Wintoki, School of Business
Chair, University Senate Calendar Committee for FY15

RE: Regulations on Final Examinations and Regular Examinations for the Semester

Occasionally our Committee receives reports from students that instructors have scheduled final exams during the last week of classes or during Stop Day. The purpose of this memo is to remind instructors that they are required to follow *University Senate Rules and Regulations ("USRR")*, Sec. 1.3 and Sec. 1.4, concerning final exam and regular exam scheduling. The rules were developed to protect students from the potential development of unmanageable test loads.

The regulations require that the last major exam of a class, whether covering material for the entire semester or only a section of the course material, may not be held during the last week of classes or on Stop Day. The appointed time for the exam during the final exam period for fall 2014 is listed on the Registrar's website at <http://www.registrar.ku.edu/exams/>. This regulation applies to classes on both the Lawrence and Edwards Campuses.

If a "take home" final exam or an online final 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 final exam is given for an online course, the due date shall be noted in the course syllabus. 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. **A rule approved by the University Senate and the Chancellor in FY12 provides that projects, performances, papers, and other course work may be due during finals week only if in lieu of a final exam. This rule does not apply to coursework for which the student has received an extension.**

The Calendar Committee does allow exceptions to the rule, but only under very special circumstances, with the best interests of students the overriding criterion. A vote by the class, even when unanimous, is not considered justification since, among other concerns, it can unintentionally place students under pressure to follow their peers. Also, special recognition ceremonies (held before the final exam week) are not grounds for rescheduling final examinations. Petitions for exceptions to the rule should be directed to me by email (jwintoki@ku.edu) and must be received at least three weeks before the last scheduled day of classes.

Instructors are also reminded that normally, exams and tests other than final examinations CANNOT be scheduled outside of regular class or laboratory hours. As stated in USRR 1.4.2, examinations and tests other than final examinations may be given at times other than regular class hours ONLY when the time and place have been approved by the Calendar Committee and published in advance in the Schedule of Classes (<http://classes.ku.edu/>).

The complete text of the final exam policy in USRR 1.3.2 is at <https://documents.ku.edu/policies/governance/USRR.htm#art1sect3>. The policy for tests other than final exams in USRR 1.4.2 is at <https://documents.ku.edu/policies/governance/USRR.htm#art1sect4>.

Thank you for cooperating with these important regulations.

January 2015

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Chair, University Senate Calendar Committee for FY15

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Thank you for cooperating with these important regulations.

KU - LAWRENCE ACADEMIC CALENDAR

N-SUNDAY, M-MONDAY, T-TUESDAY, W-WEDNESDAY, R-THURSDAY, F-FRIDAY, S-SATURDAY

	Approved by Board				Approved by BOR - May 2011			Approved by BOR - Mar 2014			Proposed
Fall Semester	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
First Day of Classes	Aug 20R	Aug 19R	Aug 22 M	Aug 20 M	Aug 26 M	Aug 25 M	Aug 24 M	Aug 22 M	Aug 21 M	Aug 20 M	Aug 19 M
Labor Day - No Classes	Sep 07M	Sep 06M	Sep 05 M	Sep 03 M	Sep 02 M	Sep 01 M	Sep 07 M	Sep 05 M	Sep 04 M	Sep 03 M	Sep 02 M
Fall Break Begins -No Classes	Oct 15 R	Oct 14 R	Oct 08 S	Oct 06 S	Oct 12 S	Oct 11 S	Oct 10 S	Oct 08 S	Oct 14 S	Oct 13 S	Oct 12 S
Fall Break Ends -No Classes	Oct 18 N	Oct 17 N	Oct 11 T	Oct 09 T	Oct 15 T	Oct 14 T	Oct 13 T	Oct 11 T	Oct 17 T	Oct 16 T	Oct 15 T
Thanksg. Break First Day - No Classes	Nov 25W	Nov 24 W	Nov 23 W	Nov 21 W	Nov 27 W	Nov 26 W	Nov 25 W	Nov 23 W	Nov 22 W	Nov 21 W	Nov 20 W
Thanksg. Break Last Day - No Classes	Nov 29 N	Nov 28 N	Nov 27 N	Nov 25 N	Dec 01 N	Nov 30 N	Nov 29 N	Nov 27 N	Nov 26 N	Nov 25 N	Nov 24 N
Last Day of Classes	Dec 10 R	Dec 09 R	Dec 08 R	Dec 06 R	Dec 12 R	Dec 11 R	Dec 10 R	Dec 08 R	Dec 07 R	Dec 6 R	Dec 05 R
Stop Day	Dec 11 F	Dec 10 R	Dec 09 R	Dec 07 F	Dec 13 F	Dec 12 F	Dec 11 F	Dec 09 F	Dec 08 F	Dec 7 F	Dec 06 F
First Day of Finals	Dec 14 M	Dec 13 M	Dec 12 M	Dec 10 M	Dec 16 M	Dec 15 M	Dec 14 M	Dec 12 M	Dec 11 M	Dec 10 M	Dec 09 M
Last Day of Finals	Dec 18 F	Dec 17 F	Dec 16 F	Dec 14 F	Dec 20 F	Dec 19 F	Dec 18 F	Dec 16 F	Dec 15 F	Dec 14 F	Dec 13 F
Commencement (Projected)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Spring Semester	Spr 2010	Spr 2011	Spr 2012	Spr 2013	Spr 2014	Spr 2015	Spr 2016	Spr 2017	Spr 2018	Spr 2019	Spr 2020
First Day of Classes	Jan 14R	Jan 21 F	Jan 17 T	Jan 22 T	Jan 21 T	Jan 20 T	Jan 19 T	Jan 17 T	Jan 16 T	Jan 22 T	Jan 21 T
M.L. King Day - No Classes	Jan 18 M	Jan 17 M	Jan 16 M	Jan 21 M	Jan 20 M	Jan 19 M	Jan 18 M	Jan 16 M	Jan 15 M	Jan 21 M	Jan 20 M
Spring Break Starts - No Classes	Mar 15 M	Mar 21 M	Mar 19 M	Mar 18 M	Mar 17 M	Mar 16 M	Mar 14 M	Mar 13 M	Mar 19 M	Mar 18 M	Mar 10 M
Spring Break Ends - No Classes	Mar 21 N	Mar 27 N	Mar 25 N	Mar 24 N	Mar 23 N	Mar 22 N	Mar 20 N	Mar 19 N	Mar 25 N	Mar 24 N	Mar 16 N
Last Day of Classes	May 06 R	May 12 R	May 03 R	May 09 R	May 08 R	May 07 R	May 05 R	May 04 R	May 03 R	May 09 R	May 08 R
Stop Day	May 07 F	May 13 F	May 04 F	May 10 R	May 09 F	May 08 F	May 06 F	May 05 F	May 04 F	May 10 F	May 09 F
First Day of Finals	May 10 M	May 16 M	May 07 M	May 13 M	May 12 M	May 11 M	May 09 M	May 08 M	May 07 M	May 13 M	May 12 M
Last Day of Finals	May 14 F	May 20 F	May 11 F	May 17 F	May 16 F	May 15 F	May 13 F	May 12 F	May 11 F	May 17 F	May 16 F
Commencement (Projected)	May 16 N	May 22 N	May 13 N	May 19 N	May 18 N	May 17 N	May 15 N	May 14 N	May 13 N	May 19 N	May 18 N
Summer Term	Sum 2010	Sum 2011	Sum 2012	Sum 2013	Sum 2014	Sum 2015	Sum 2016	Sum 2017	Sum 2018	Sum 2019	Sum 2020
First Day of Classes	Jun 08 T	Jun 07 T	Jun 05 T	Jun 04 T	Jun 03 T	Jun 09 T	Jun 07 T	Jun 06 T	Jun 05 T	Jun 04 T	Jun 03 T
Last Day of Classes	Jul 30 F	Jul 29 F	Jul 27 F	Jul 26 F	Jul 25 F	Jul 30 R*	Jul 29 F	Jul 28 F	Jul 27 F	Jul 26 F	Jul 25 F
Stop Day	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
First Day of Finals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Last Day of Finals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Commencement (Projected)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
* Difference due to Independence Day Holiday Timing											

Final Examinations for Multiple Campuses

Conflicting Final Examination Language, as per the Office of the University Registrar website (<http://registrar.ku.edu/final-exam-policies>):

Conflicting Examinations

In case a student is subjected to conflicting examinations as listed in the final examination schedule for the appropriate semester, the last mentioned arranges an examination for the affected student at a different time.

1. When the conflicting examinations are between French and Italian and Spanish, an examination for the affected student is arranged at a different time by French and Italian for spring semesters and by Spanish for fall semesters.
2. If one of the conflicting examination times is a Common Examination (e.g., all sections of Humanities & Western Civilization 204), the non-Common Examination final instructor will arrange an alternate time.

Recommended adjustment:

Conflicting Examinations

In case a student is subjected to conflicting examinations as listed in the final examination schedule for the appropriate semester, the last mentioned arranges an examination for the affected student at a different time.

1. When the conflicting examinations are between French and Italian and Spanish, an examination for the affected student is arranged at a different time by French and Italian for spring semesters and by Spanish for fall semesters.
2. If one of the conflicting examination times is a Common Examination (e.g., all sections of Humanities & Western Civilization 204), the non-Common Examination final instructor will arrange an alternate time.
3. In the case of students with final examinations on multiple campuses for the same day, the same procedures apply for determining if a conflict exists and how it should be resolved. In addition to the standard time of the exam, sixty minutes of time should be added to the beginning and end time of the examinations to accommodate travel time between locations when determining if a conflict exists.

As a final note, as this policy only exists on the Registrar website, there will be work done to move this and special examination policies to the policy library.