

FY-14 CALENDAR COMMITTEE
Fiscal Year 2014 FINAL REPORT

Committee Members: Dennis Grauer (Chair), Jide Wintoki, Edward Peltier, Sanjay Mishra, Brian McDow, Marquise Paige, Jessie Pringle, Katie Hoefler, Qi Chen, Robin Merritt, Kay Coblentz, Chris Meiers (ex-officio) and Charles Olcese.

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 (see attached e-mail notices) in August 2013 and January 2014 to remind all faculty of the final exam rules and links to more information.

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 7 final exam requests in the Fall 2013 semester and 5 final exam requests in the Spring 2014 semester. Most requests were for a course with several sections to hold a common final (4 Fall13, 3 Spring14). The rest of the exam requests dealt with alternate and special exam issues.

3. Update the five-year calendar through summer 2019 and report to SenEx by 12/6/13.

The University Calendar was developed and approved by the Committee and sent through University Senate (approved December 5th, 2013) and then on to Board of Regents (approved March 12-13, 2014). The Academic Calendar is attached.

Specific Charge:

1. 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 day/evening courses, in person or tele-courses 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.

The Committee discussed this issue and included 8 week courses in the discussion. However, the Committee could not come to an agreement on policy at this time. It was felt that many online courses do not follow the Academic Calendar set for traditional courses. Some have exams and projects that have varying due dates based on student matriculation through the course. The Committee will work on this issue more in 2014-15.

August 2013

TO: Faculty, Unclassified Staff, and Graduate Teaching Assistants

FROM: Dennis Grauer, Pharmacy Practice
Chair, University Senate Calendar Committee for FY14

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 2013 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 (dgrauer@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.

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January 2014

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Chair, University Senate Calendar Committee for FY14

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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						
Fall Semester	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	
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	
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	
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	
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	
Thanksg. Break First Day - No Classe	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	
Thanksg. Break Last Day - No Classe	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	
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	
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	
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	
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	
Commencement (Projected)	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	
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	
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	
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 20 M	Mar 19 M	Mar 11 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 26 N	Mar 25 N	Mar 17 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	
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	
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	
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	
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	
Summer Term	Sum 2010	Sum 2011	Sum 2012	Sum 2013	Sum 2014	Sum 2015	Sum 2016	Sum 2017	Sum 2018	Sum 2019	
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	
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	
Stop Day	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
First Day of Finals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Last Day of Finals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Commencement (Projected)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
	* Difference due to Independence Day Holiday Timing										