

FY-16 CALENDAR COMMITTEE

Fiscal Year 2016 FINAL REPORT

Committee Members: *Jacey Bishop, Michael Engel, Erin Gaines, Marla Herron (Ex-officio), Shima McCurdy, Brian McDow, Sanjay Mishra, Cindy Nguyen, Charles Olcese (Ex-officio), Edward Peltier, Albert Sheu (Chair), Ramia Whitecotton*

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 an e-mail notice to all teaching faculty and GTAs (see attached e-mail notices) on August 12, 2015 and on January 11, 2016 to inform them of important final exam rules and provide links to more detailed information. During FY16, the Committee reviewed and acted on petitions for exceptions (see item 2 below for details), and provided clarifications of questions raised by faculty members regarding exam regulations.

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.

In Fall 2015, the Committee reviewed and approved four exam requests: ACCT 732 special exam for Fall 2015, BIOL 240 special exam for Spring 2016, CHEM 170 special exam for Fall 2015, and FIN 410/411 common final for Spring 2016. In Spring 2016, the Committee reviewed and approved four exam requests: MEMT 420 alternate final schedule for Spring 2016, ME 636 special exam for Fall 2015, JOUR 640 alternate final schedule for Spring 2016, and CHEM 330 common final exam for Fall 2016.

3. Update the five-year calendar report to SenEx by **January 15, 2016**.

The Committee updated, and submitted to SenEx on December 14, 2015, the continuing five-year calendar with a new 2020-2021 academic calendar and with corrections of some errors found in the existing 2019-2020 academic calendar that was approved in the previous fiscal year. The updated Academic Calendar is attached.

Other activities:

1. *The Committee proposed the following change of USSR 1.3.1 to the SenEx on March 23, 2016:*

Proposed new USSR 1.3.1: "The Calendar Committee shall periodically review a final exam rotation and work with the Office of the University Registrar to ensure appropriate and equitable scheduling of final exams. At the end of each semester, the Calendar Committee shall submit a report of the alternative final exams and special exams approved by the Committee during that semester to the University Senate for record."

The rationale: Since about 15 years ago, responding to concerns from the University community, the Registrar's Office adopted a year-to-year rotation system of finals so that no course is assigned a Friday for its final every time, which was very well received by the community. The proposed change to USSR 1.3.1 better matches the current business practice of the University. Additionally, it offers a level of transparency into what kinds of exceptions have generally been approved by the Calendar Committee.

2. *The Committee made the following recommendation to the Registrar's Office in March 2016:*

Recommendation: The Registrar's Office adds on the main page of the online Schedule of Classes a link to a Q&A page (to be created by the Registrar's Office), where useful information of practical interest and relevance to students like "no student should be subject to three or more final exams on the same day" is provided in a user-friendly way, and further link to the University's policy bank for more detailed rules is also displayed.

This recommendation has been communicated to Assistant Vice Provost Cindy Sanders, Enrollment Management Services.

3. *The Committee submitted to the SenEx minutes of the Committee's meetings, containing the above proposal and recommendation.*

August 12, 2015

TO: Faculty, Staff, and Graduate Teaching Assistants

FROM: Albert Sheu, Mathematics
Chair, University Senate Calendar Committee for FY16

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

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 2015 is listed on the Registrar's website at <http://registrar.ku.edu/exams/>. This regulation applies to classes on both the Lawrence and Edwards Campuses. Rules regarding special exams and conflicting exam times are on the Registrar's website. <http://registrar.ku.edu/final-exam-policies>

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 (asheu@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 can be found 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>.

Please note that amendments 1.3.9 and 1.4.5 were added to the final exam policy in November 2014 regarding students serving in the military:

1.3.9 Students currently serving as members of the Reserve or Active Components of the United States Armed Forces or the National Guard of the United States who receive temporary orders necessitating their absence from the final examination shall be excused from being present for the final examination. It is the responsibility of the student to initiate discussion with the instructor, prior to the final examination if possible. The instructor and student shall come to a mutually agreeable method of making up the missed examination.

1.4.5 Students currently serving as members of the Reserve or Active Components of the United States Armed Forces or the National Guard of the United States who receive temporary orders necessitating their absence from a scheduled examination, quiz, or test shall be excused from being present for the scheduled examination, quiz, or test. It is the responsibility of the student to initiate discussion with the instructor, prior to the examination/test if possible. The instructor and student shall come to a mutually agreeable method of making up the missed work.

Thank you for cooperating with these important regulations.

Religious Observances

As you finalize your syllabi for the coming semester, please review the University Senate Rules and Regulations concerning academic schedules and academic work and its evaluation. Please note that USRR 1.4.3 requires instructors to ask, at the beginning of the semester, for students to speak with them privately should examination schedules conflict with mandated religious observances. Additionally, USRR 2.1.4 states that students should not be penalized for absences due to mandated religious observances. The full texts of the specific sections follow:

Procedures for avoiding conflicts with mandated religious observances:

1.4.3 Examinations and tests other than final examinations should not be scheduled in conflict with mandated religious observances. In order to ascertain in a given class if a scheduled examination conflicts with a mandated religious observance, at the beginning of the semester the instructor shall ask students who may be affected to identify themselves privately so that a makeup examination may be scheduled at a mutually acceptable time.

2.1.4 In cases where part of a class grade is based on attendance, a student shall not be penalized for absence from regularly scheduled class activities which conflict with mandated religious observances. In cases of conflicts between regularly scheduled class activities and mandated religious observances, the student is responsible for initiating discussion with the instructor to reach a mutually acceptable solution.

<http://policy.ku.edu/governance/USRR>

If you have any questions about the implementation of this policy, or have questions about specific observances, please contact the Governance Office (govern@ku.edu or 864-5169).

January 11, 2016

TO: Faculty, Staff, and Graduate Teaching Assistants

FROM: Albert Sheu, Mathematics
Chair, University Senate Calendar Committee for FY16

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

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 spring 2016 is listed on the Registrar’s website at <http://registrar.ku.edu/exams/>. This regulation applies to classes on both the Lawrence and Edwards Campuses. Rules regarding special exams and conflicting exam times are on the Registrar’s website. <http://registrar.ku.edu/final-exam-policies>

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 (asheu@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 can be found 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>.

Please note that amendments 1.3.9 and 1.4.5 were added to the final exam policy in November 2014 regarding students serving in the military:

1.3.9 Students currently serving as members of the Reserve or Active Components of the United States Armed Forces or the National Guard of the United States who receive temporary orders necessitating their absence from the final examination shall be excused from being present for the final examination. It is the responsibility of the student to initiate discussion with the instructor, prior to the final examination if possible. The instructor and student shall come to a mutually agreeable method of making up the missed examination.

1.4.5 Students currently serving as members of the Reserve or Active Components of the United States Armed Forces or the National Guard of the United States who receive temporary orders necessitating their absence from a scheduled examination, quiz, or test shall be excused from being present for the scheduled examination, quiz, or test. It is the responsibility of the student to initiate discussion with the instructor, prior to the examination/test if possible. The instructor and student shall come to a mutually agreeable method of making up the missed work.

Religious Observances

As you finalize your syllabi for the coming semester, please review the University Senate Rules and Regulations concerning academic schedules and academic work and its evaluation. Please note that USRR 1.4.3 requires instructors to ask, at the beginning of the semester, for students to speak with them privately should examination schedules conflict with mandated religious observances. Additionally, USRR 2.1.4 states that students should not be penalized for absences due to mandated religious observances. The full texts of the specific sections follow:

Procedures for avoiding conflicts with mandated religious observances:

1.4.3 Examinations and tests other than final examinations should not be scheduled in conflict with mandated religious observances. In order to ascertain in a given class if a scheduled examination conflicts with a mandated religious observance, at the beginning of the semester the instructor shall ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time.

2.1.4 In cases where part of a class grade is based on attendance, a student shall not be penalized for absence from regularly scheduled class activities which conflict with mandated religious observances. In cases of conflicts between regularly scheduled class activities and mandated religious observances, the student is responsible for initiating discussion with the instructor to reach a mutually acceptable solution.

<http://policy.ku.edu/governance/USRR>

If you have any questions about the implementation of this policy, or have questions about specific observances, please contact the Governance Office (govern@ku.edu or 864-5169). 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 March 2014			Proposed	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	Fall 2020
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 26 M	Aug 24 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	Sep 07 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	Oct 10 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	Oct 13 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 27 W	Nov 25 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	Dec 01 N	Nov 29 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 12 R	Dec 10 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 13 F	Dec 11 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 16 M	Dec 14 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 20 F	Dec 18 F
Commencement (Projected)	NA	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	Spr 2021
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	Jan 19 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	Jan 18 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	Mar 9 M	Mar 8 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	Mar 15 N	Mar 14 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 07 R	May 06 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 08 F	May 07 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 11 M	May 10 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 15 F	May 14 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 17 N	May 16 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	Sum 2021
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 02 T	Jun 08 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 24 F	Jul 30 F
Stop Day	NA	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	NA
Last Day of Finals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Commencement (Projected)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
* Difference due to Independence Day Holiday Timing												