

# **GUIDELINES FOR INTERPRETING TERM FINAL EXAMINATION SCHEDULE\***

*Effective August 24, 2009*

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## **I. GENERAL GUIDELINES**

### **A. Committee on Academic Policies and Procedures (CAPP)**

The Term Final Examination Schedule (TFES) is developed and approved by CAPP. Problems/concerns/changes, such as an approval for the discontinuation of a group final exam, associated with the TFES are resolved by CAPP. Once a specific TFES has been published, changes to that schedule can only be made through CAPP and then sent to the University Provost for concurrence (see University Handbook, Section F, F70).

### **B. Instructor(s) of Record**

1. The instructor(s) of record 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(s) must NOT be due prior to the start of the term final examination week and is due on the day and time assigned for the class\* to have a term final examination even though one is not being given. The instructor(s) of record is responsible for notifying students and her/his department head as to when the alternative assessment is due (see University Handbook, Section F, F70).
2. The instructor(s) of record, teaching a class designated as “appointment,” is/are to consult with her/his department head to determine the final examination date and time; the examination is to occur during the term final examination week.
3. Any term final examination conflicts must be completely resolved at least seven calendar days prior to the beginning of the term final examination week (see Section III, below, and the University Handbook, Section F, F71).

### **C. Division of Continuing Education**

The Term Final Examination Schedule covers regular session classes\* offered by the Division of Continuing Education that are held on campus.

\* = See Section IV, Glossary, p. 6

D. College of Veterinary Medicine

The Term Final Examination Schedule does not cover classes offered by the College of Veterinary Medicine.

E. Non-standard Session Classes\*

Term Final examinations for all non-standard session classes must be given during the last class meeting of the class.

F. Term Final Examination Types

The types of term final examinations are: Group, Day and Night.

1. Group. All regular session classes have the term final examination at the same date and time as pre-approved by CAPP. Exceptions at non-Manhattan locations are possible with the approval of CAPP.
2. Day. A day-class term final examination is used for a regular session class that starts before 5:00 p.m., unless the class is scheduled for a group term final examination.
3. Night. A night-class term final examination is used for a regular session class that starts at 5:00 p.m. or later, unless the class is scheduled for a group term final examination.

G. Enrolled Component\*

A class with more than one component\* type (lecture, recitation, etc.) follows the term final examination schedule for the enrolled component.

## II. SCHEDULING OF TERM FINAL EXAMINATIONS

A. Group Term Final Examinations

All day and night regular session classes will have the term final examination during the designated group examination day and time.

B. Day Term Final Examinations

1. Non-standard session classes will have term final examinations during the last class meeting at the same location where the class meets during the term.
2. Regular session classes that have a non-standard class meeting time\* will have term final examinations as scheduled in the TFES.

3. Regular session classes with a component type that has a meeting pattern designated as “appointment” will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the department head.
4. Regular session classes that meet on multiple days and have at least one class day on Saturday will use the class day that precedes that Saturday class day to determine when the term final examinations will occur. For example, if a class meets Tuesday, Thursday and Saturday, then Thursday will be used to determine when the term final examination will occur during the final examination week. The examination will occur at the same time and location where the class meets during the term.
5. Day regular session classes
  - a. Regular session classes with one of the following meeting patterns (MTWUF, MTWU, MTWF, MWUF, MTW, MWF, MWU, WUF, MW, MU, MF, WU, WF, M, W, F) will have term final examinations during the period designated by a W in the Term Final Examination Schedule at the time of the regular class meeting.
  - b. Regular session classes with one of the following meeting patterns (MTUF, TWUF, MTU, MTF, MUF, TWU, TWF, TUF, MT, TW, TU, TF, UF, T, U) will have term final examinations during the period designated by a T in the Term Final Examination Schedule at the time of the regular class meeting.

#### C. Night Class Term Final Examinations

1. Non-standard session classes will have term final examinations during the last class meeting at the same location where the class meets during the term.
2. Regular session classes that have a non-standard class meeting time will have term final examinations as scheduled in the Term Final Examination Schedule.
3. Regular session classes with a component type that has a meeting pattern designated as “appointment” will have term final examinations at an appropriate time during the term final examination week as approved by the instructor(s) of record and the department head.
4. Regular session classes that meet one night per week will have term final examinations on the same night and at the same location where the class meets during the term from 6:20 p.m. to 8:10 p.m. during term final examination week.

5. Regular session classes with one of the following meeting patterns (MTWUF, MTWU, MTWF, MWUF, MTW, MWF, MWU, WUF, MW, MU, MF, WU, WF) will have term final examinations on Wednesday at the same location where the class meets during the term from 6:20 p.m. to 8:10 p.m. during term final examination week.
6. Regular session classes with one of the following meeting patterns (MTUF, TWUF, MTU, MTF, MUF, TWU, TWF, TUF, MT, TW, TU, TF, UF) will have term final examinations on Tuesday at the same location where the class meets during the term from 6:20 p.m. to 8:10 p.m. during term final examination week.

### III. STUDENT TERM FINAL EXAMINATION CONFLICTS

#### A. General Guidelines (see University Handbook, Section F, F71)

1. Students scheduled to take a group term final examination at the same time as a scheduled night class term final examination will take the group term final examination and arrange to reschedule the night final exam in consultation with the instructor(s) of record.
2. A student who has more than two term final examinations scheduled in a 24-clockhour period (a 24-clockhour period starting at any time) may petition the instructor(s) of record of the highest numbered courses(s)\* to schedule an alternate time(s) to take the term final examination(s) during the final examination week (ie. BIO 198 vs. ECON 536 petition should be for ECON 536).

The instructor(s) of record of the highest numbered course will schedule an alternate time for the student to take the term final examination during the final examination week.

3. For the situation outlined in III. A. 1. or III. A. 2., the instructor(s) of record should receive a written petition from the student at least 21 calendar days prior to the beginning of the term final examination week; the instructor(s) of record will need time to resolve the conflict(s).
4. Term final examination conflicts must be completely resolved at least seven calendar days prior to the beginning of the term final examination week.

## B. Written Petition

1. The written petition from the student to the instructor(s) of record must include the following information: course names, sections, class section numbers, and the names of the instructors of record for the classes involved; the original day/time of the examinations; the proposed day/time for the rescheduled examination; and the reason for the change.

## C. Outcome of Examination Conflicts

1. The instructors of record will resolve the conflict and provide a written resolution to the student, the department head, and the dean of the college.
2. If the instructors of record is/are unable to resolve the conflict, 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 the rescheduling shall be made by the university provost.

#### IV. GLOSSARY

- A. Class = an individual occurrence of a course during a given academic term (ie. Not GEOG 221 but 01B lab).
- B. Component = the format of the class; the types are: act = activity; aud = audio; fld = field study; hlp = help session; ind = independent study; int = internship; lab = laboratory; lec = lecture; les = lesson; prc = practicum; qz = quiz; rec = recitation; rdg = readings; rsh = research; sem = seminar; slf = self-placed; std = studio; tch = teaching student.
- C. Course = Academic instruction offered part of the K-State curriculum (ie. BIO 198).
- D. Enrolled Component = the component type labeled as enrolled. The enrolled component is the component type that carries the credit for the class. The enrolled component type drives the creation of the grade roster for the class.
- E. Non-Standard Class Meeting Time = a time different than the standard class meeting times that are in the Policy on Standard Course Meeting Times, <http://www.k-state.edu/facsen/policies/fy2003/classtime.pdf>
- F. Non-Standard Session Class = Any session that is shorter or longer than a regular session class.
- G. Regular Session Class = Starts any M-F day during 1<sup>st</sup> week of a 16 week term and MUST start on or after the 1<sup>st</sup> official day of the 16<sup>th</sup> week term.  
AND  
Ends any M-F day during the 16<sup>th</sup> week of a 16 week term.
- H. Term Final Examination Schedule = TFES – see url: <http://courses.k-state.edu/>