

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, November 10, 2009**  
**Council Room, 250 Student Union**

**AGENDA:**

1. Roll Call
2. Approval of the October 13, 2009, Minutes
3. Approval of Agenda
4. Report of Status of Faculty Council Recommendations:  
President Hargis, Provost Strathe, and/or Vice Presidents
5. The President – Remarks and Comments
6. Reports of Standing Committees:
  - a. Academic Standards and Policies: Mindy McCann – Update  
Recommendation: University Academic Format and Final Examination Policy\*
  - b. Athletics: Art Klatt – No Report
  - c. Budget: Ron Miller – Update
  - d. Campus Facilities, Safety, and Security: Tom Jordan – Update
  - e. Faculty: Udaya DeSilva – Update
  - f. Long-Range Planning and Information Technology: Bud Lacy – No Report
  - g. Research: Jim Smay – No Report
  - h. Retirement and Fringe Benefits: J. D. Brown – Update
  - i. Rules and Procedures: Stephen Perkins – No Report
  - j. Student Affairs and Learning Resources: Karen Hickman – Update
7. Reports of Liaison Representatives
8. Old Business
9. New Business
10. Adjournment

*Refreshments will be served at 2:45 p.m.*

	<b>Amended By</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>09-11-01-ASP</u>	1. _____	_____	_____
<b>Moved By:</b> <u>Academic Standards &amp; Policies Committee</u>	2. _____	_____	_____
<b>Seconded By:</b> _____	3. _____	_____	_____
_____ <b>Passed</b> _____ <b>Tabled</b> _____ <b>Failed</b>	4. _____	_____	_____
<b>Title:</b> <u>University Academic Format and Final Examination Policy</u>			

**The Faculty Council Recommends to President Hargis that:** administration should accept the changes denoted in the attached document to the policy on University Academic Format and Final Examination Policy.

**Rationale:**

The language regarding syllabi has been strengthened slightly to reflect the importance of informing students of the details of the grading system that will be utilized in courses where a letter grade is given. This information is critical to student academic success and needs to be provided with enough time to allow students to make informed decisions regarding their semester schedules. Additional details of other items that would normally be included in a syllabus have also been added to the document.

# Oklahoma State University Policy and Procedures

UNIVERSITY ACADEMIC  
FORMAT AND FINAL  
EXAMINATION POLICY

2-0207 ACADEMIC AFFAIRS  
October 2009

## POLICY

1.01 Oklahoma State University operates on a semester basis. A formal final examination week is observed, as is the principle of pre-finals week just prior to the week of final examinations. The semester consists of the weeks of scheduled classes and the final examination week.

1.02 Before a course is authorized as a part of the curriculum, the content of that course will have been reviewed and approved by the faculty, the Department Head, the College Curriculum Committee, the Dean of the College, the University Curriculum Committee, and the Vice President for Academic Affairs.

1.03 The schedule of classes is submitted by the Head of each Department and approved by the appropriate Academic Dean and the Vice President for Academic Affairs.

1.04 Faculty members are expected to provide students with a written syllabus prior to the end of the nonrestricted drop/add period. Each syllabus should include details of the grading system that will be used in the determination of final grades. The inclusion of additional information, such as a schedule of topics to be covered, textbooks and other source materials, is also encouraged. Thesis (5000), dissertation (6000), and other courses utilizing the "SR", "UR" grading system are exempt from the syllabus expectations. However, faculty directing students in thesis/dissertation hours are encouraged to specify to the students criteria that warrant the granting of the "SR" grade.

1.05 The final examination for a class should be one of substance and should follow periodic evaluation during the semester.

1.06 The Registrar's Office constructs the final examination schedule. Final examinations shall be held at the times listed in the official schedule.

## DISTANCE DELIVERED COURSES

2.01 The Oklahoma State University policy on final exam scheduling applies to distance delivered courses that are scheduled to meet on a regular basis during the semester (synchronous courses). The final exam will be scheduled appropriate to the time of the regularly scheduled meeting time.

2.02 Final exams for distance delivered courses that are not scheduled to meet on a regular basis during the regular semester [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class schedule format, by CD-Rom delivery, videotape etc., but expected to be completed within a regular semester time frame] must be scheduled during the final exam period for that semester. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by publication in the course syllabus and/or on the course Web site.

2.03 Final exams for students receiving synchronous course delivery in courses that meet

on a regularly scheduled basis for less than the regular sixteen-week format will be scheduled during the final class meeting.

2.04 Final exams for students receiving courses of less than sixteen weeks that are not scheduled to meet on a regular basis during the course [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class format or delivered by videotape or CD-Rom] must be scheduled on or before the final date that class work must be completed. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by the course syllabus or on the course web site.

2.05 Oklahoma State University Policies related to other aspects of the final exam process such as final exam overload and final exam conflict issues will apply to distance education courses.

## **PROCEDURE**

3.01 Faculty members are expected to adhere to the assigned class schedule.

3.02 In the event that "special circumstances" require a change of a scheduled class, a request must be made to the department head for approval.

3.03 The request for a change of the schedule for final examinations, including justification for the requested change, must be approved by the department head, the dean of the college, and the Vice President for Academic Affairs.

Reference: Memorandum from Vice President for Academic Affairs, November 5, 1970

Approved: Vice President for Academic Affairs, November 23, 1971

Modified: Deans Council, January 13, 1997

Faculty Council, December 10, 2002

Instruction Council, June 13, 2003

Approved: Deans Council, July 10, 2003 Approved: March 2005