

*JOURNAL OF THE FACULTY SENATE*

The University of Oklahoma (Norman campus)

Regular session – May 9, 2016 – 3:30 p.m. – Jacobson Faculty Hall, Room 102

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*Note: The remarks of the Senators and others are summarized and not verbatim. A recording of this meeting is available in the Faculty Senate office.*

The Faculty Senate was called to order by Professor Tassie Hirschfeld, Chair.

**PRESENT:** Anderson (1), Asprey (0), Ayres (3), Barker (2), Bemben (0), Bergey (0), Bradshaw (0), Brede (4), Burke (0), Burstein (1), Cifelli (0), Cracknell (1), Ellis (0), Elwood Madden (0), Fiedler (0), Forman (1), Halterman (0), Hart (3), Hirschfeld (0), B. Johnson (1) E. Johnson (0), Kong (2), Kornelson (2), Kozadayev (3), Laubach (1), Lawson (0), Merchan-Merchan (0), Miller (2), Moxley (2), Raman (1), Riggs (1), Safiejko-Mroczka (0), Schmeltzer (2), Scrivener (0), Sharma (1), Sikavitsas (1), Stock (1), Swinkin (2), Weaver (0)

Provost's Representative: Provost Harper

ISA representative(s): Chris Cook, Dan Hough

SGA Representative(s): Daniel Pae, Michael Lutter, Timothy Crisp, Kade Kordonowy

Others: Michael Thompson, Kelly Dampousse, Anthony Natale

**ABSENT:** Bisel (2), Coleman (1), Crain (1), Davidson (2), Gutierrez (2), Harm (4), Irvine (3), Koch (2), Livingood (1), Markham (3), Mortimer (3), Rodriquez (3), Sims (1), Terry (4), Volz (3)

*Note: During the period from June 2015 to May 2016, the Senate held eight regular sessions and no special sessions. The figures in parentheses above indicate the number of absences.*

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## **APPROVAL OF JOURNAL**

The Faculty Senate Journal for the regular session of April 11, 2016 was approved with minor revisions.

## **ANNOUNCEMENTS**

The regular meetings of the Faculty Senate for Fall 2016 will be held at 3:30 p.m. in Jacobson Faculty Hall 102 on the following Mondays: September 12, October 10, November 14, and December 12.

The Faculty Senate is sad to report the death of retired faculty member Bedford Vestal (Zoology) on April 25, 2016.

A list of the faculty who retired during the past academic year is attached. The Faculty Senate thanks these faculty members for their dedication and contribution to our community.

The annual Bike to Work Day for central Oklahoma is Friday, May 20, 2016 (see <http://bikedayok.com/>). It is part of a national campaign to promote bicycling as a healthy and efficient transportation alternative.

OU's Commencement ceremony will be held at 7:00 p.m. on Friday, May 13, 2016 at the Gaylord Family - Oklahoma Memorial Stadium.

## **SENATE CHAIR'S REPORT, by Prof. Tassie Hirschfeld**

"On April 26, the Faculty Senate Chair gave a short address at Staff Appreciation Day to acknowledge the outstanding contributions made by staff throughout the year. Time constraints did not allow for full recognition of individual staff accomplishments, so the Faculty Senate Chair would like to take this opportunity to thank Ms. Stacey Bedgood for her outstanding service to the Faculty Senate. This year Ms. Bedgood has been assisted by the very capable Mr. Sam Quick, the new student assistant to the Faculty Senate office.

"On April 26, the Faculty Senate Chair attended the President's town hall discussion about the current budget crisis. The presentation included charts detailing the sharp reduction in state appropriations over the past decade, along with a second chart comparing OU's tuition rates with peer institutions. These data indicate that despite ongoing reductions from the state, OU is still comparatively affordable given the upward trajectory of tuition at all public universities. This does not, however, alleviate the current crisis, which continues to worsen as new budget data are reported. While the final tally of reductions to the University budget for the 2016-2017 fiscal year is not yet known, the President did promise that drastic steps such as faculty furloughs, pay reductions, or reductions-in-force are not under consideration. He emphasized that the goal is to meet budget targets only through voluntary actions and incentives such as the early retirement program. He also announced the creation of a special email address ([response@ou.edu](mailto:response@ou.edu)) for all faculty and staff to share ideas about cost saving and revenue generation. Everyone is encouraged to take advantage of this opportunity to provide input into the budgetary planning process.

"On May 2, the Faculty Senate Executive Committee met and received an update from Provost Kyle Harper that included positive data from recruiting and admissions, including promising gains in minority recruitment. The FSEC also discussed recent changes in the fee structure of

the University's retirement plans and the need to improve communication with Human Resources about the timing and implementation of proposed fee changes.

"The Dean's Council meeting scheduled for May 4 was cancelled. On May 4, the FSEC met with President Boren. This meeting included an update on the response to the public town hall that took place on April 26. The President noted that over fifty responses have already been received at the response@ou.edu email address. Many of these came from staff as well as faculty, and the President expressed his appreciation for all of the thoughtful suggestions provided by the OU community. President Boren also provided an update on positive trends in enrollment for the upcoming academic year, and noted plans to address part of the budget shortfall through tuition increase. He mentioned with some regret that Dr. Kathy WongLau has recently accepted a job offer at the University of California and will no longer be coordinating the freshman diversity experience at OU. A link to Dr. Wong Lau's letter announcing her departure from OU can be found here: <http://www.ou.edu/content/dam/outreachcce/new-site/SWCHRS/SWCHRS%20community%20letter.pdf>.

"The final item discussed during the FSEC meeting with President Boren was the abrupt appearance of a new weapons bill in the state legislature that could potentially be used to challenge the University's established safety policies. The FSEC was pleased to adjourn the meeting early so that the President could return to his work on this important campus safety issue.

"On a final note, the Faculty Senate Chair would also like to formally thank the outgoing FSEC for their work on behalf of the University community during the 2015-2016 academic year. Since taking office in May 2015, the FSEC has worked diligently to represent the faculty in a number of areas, including budgetary planning, implementation of diversity initiatives, representing OU at the Faculty Advisory Council to the State Regents, and collaborative work with the Student Government Association. These efforts are much appreciated.

"The Faculty Senate Chair would also like to thank the individual senators for their service to the Senate over the past year, and to welcome the incoming Chair and the newly elected FSEC."

#### ***REMARKS BY JOE CASTIGLIONE, ATHLETICS DIRECTOR***

Prof. Hirschfeld introduced Joe Castiglione, OU's Athletics Director. Anthony Natale, the Chair of the Athletics Council, and Kelly Damphousse, the Faculty Athletics Representative (FAR), were also recognized. Mr. Castiglione speaks each year to the Senate about OU's Athletics Program to provide insight into the organization and he noted that this is the 17th year he has done so. Mr. Castiglione said that he does this to create transparency in what OU is doing in intercollegiate athletics and help faculty to understand the Athletics program's mission, which is not separate from the institutional mission.

There continue to be improvement in our academic progress highlighted by the fact that this fall was the eighth consecutive semester where OU's student athletes had a cumulative GPA above a 3.0, 3.06 to be exact. More of our student athletes are completing their degrees. This fall both the NCAA and the federal government released rates for graduation and our federal rate was 67%, which was higher than the institution as a whole. The NCAA has a graduation success rate (GSR), which is meant to be more of a true picture of what's happening inside intercollegiate athletics as sometimes student athletes leave an institution for professional opportunities or competitive reasons, which are outside of the control of the institution. OU's GSR graduation rate was 84%. We continue to improve our academics and that is the result of being connected with the Graduation Task Force, which was put into place by President Boren.

Mr. Castiglione highlighted Ty Darlington winning the Campbell Trophy, the most prestigious and desirable "academic" award in college football. This is the first time that an Oklahoma student athlete was named as a recipient of that award. Ty Darlington not only completed his undergraduate degree in a little over 2 ½ years but is now finishing his graduate degree.

Mr. Castiglione stated that Athletics does not receive a subsidy from OU, which is rare for collegiate Athletics programs. Due to the budgetary strategy that has been in place for 17 years, Athletics has been able to find ways to provide financial support the institution. This past year that amounted to \$8,000,000. Athletics has also partnered with University Libraries on the Galileo exhibit, with Arts & Sciences on Native American Studies events, and with Journalism through the 80 to 90 undergraduate and graduate students that are working with Sooner Vision.

This year, our football team made it to the college football playoffs, our men's basketball team made it to the Final Four, and we had national championships for both men's and women's gymnastics. Mr. Castiglione said that the football stadium's end zone construction process is underway. The first home game using the new seating bowl this Fall will be against The University of Louisiana- Monroe. The construction will provide an enhanced fan experience, not additional seats. Improved facilities for the athletes will be completed in Spring 2017.

Prof. Fiedler said that one of his colleagues is concerned about the long-term data on head injuries from football. He asked if this issue was considered in long-term planning for athletic facilities. Mr. Castiglione stated that they do look at these issues in addition to interest levels and their potential impact on various sports. Mr. Castiglione noted that there are concerns about head injuries in both men's and women's soccer in addition to football.

Prof. Halterman asked for additional information on the bond that was taken out for the stadium renovation. He asked if it affected our ability to issue bonds to support the construction of academic buildings. Mr. Castiglione stated that they do issue bonds through OU as an institution, but that our current bond rating is excellent based on the experience of how we have paid back previous bonds.

There were no further questions. Mr. Castiglione asked any faculty members that have concerns or questions to contact him directly. Prof. Hirschfeld thanked Mr. Castiglione for speaking to the Senate.

### ***ELECTION, FACULTY SENATE EXECUTIVE COMMITTEE FOR 2016-17***

The following slate was proposed for the Faculty Senate Executive Committee for 2016-17:

#### EXECUTIVE COMMITTEE AT-LARGE MEMBERS

Amy Cerato (Associate Professor of Civil Engineering and Environmental Science, Ph.D. University of Massachusetts - Amherst, at OU since 2005)

Matthew Jensen (Associate Professor of Management Information Systems, Ph.D., University of Arizona, at OU since 2008)

Joshua Nelson (Associate Professor of English, Ph.D. Cornell University, at OU since 2009)

#### SECRETARY

Megan Elwood Madden (Associate Professor of Geology & Geophysics, Ph.D. Virginia Tech, at OU since 2007)

#### CHAIR-ELECT

Sarah Ellis (Associate Professor of Music, Ph.D. University of Texas-Austin, at OU since 2004)

The Senate approved the nominations on a voice vote.

**RECOMMENDED APPORTIONMENT OF THE FACULTY SENATE FOR 2016-19**

Prof. Hirschfeld recapped the apportionment recommended by the Ad Hoc Reapportionment Committee (a attached). There was no discussion and the recommendation was approved by a voice vote.

**SGA'S PROPOSED REVISIONS TO FINAL EXAM PREPARATION POLICY**

Prof. Hirschfeld recognized SGA President Daniel Pae, SGA Vice President Michael Lutter, SGA Chief of Staff Timothy Crisp, and Kade Kordonowy as representatives of the Student Government Association. They reported on a survey that was conducted of students regarding the final exam preparation policy. There were 1,086 responses from students, with 74% of students in favor of some reform. They said that 63% of students state they have at least one exam during pre-finals week and of those, 9% say that they have three or more exams that week. They stated that the current pre-finals week does not allow students to prepare properly for final exams, when major assessments, projects, and tests are also due that week. This results in poor performance during finals week, which does not accurately reflect the students' knowledge in the course material.

Based on the feedback they received from students, the SGA requests the following:

1. No exams or quizzes allowed during Pre-Finals Week.
2. Adding a chain of approval for special cases deviating from the policy, due to the ability of a chair or dean being the professor of a course.
3. Adding a clause requiring that the Pre-Finals Week policies be placed in the course syllabus.
4. Changing the name of the Student Government Association to properly reflect the change in name from UOSA to SGA.

Prof. Halterman asked for verification that the previous agreement to not discuss pre-finals week again had expired and Prof. Hirschfeld noted that the prohibition expired in 2014. She went on to state that the FSEC is presenting the SGA's proposal (attached) without recommendations or comment. However, she noted that the FSEC was impressed with the SGA students' collection and analysis of student survey data. Prof. Halterman suggested that this is only half the data, since it only requested feedback from students, and did not get a response from faculty. Mr. Lutter agreed that they did not collect data from faculty.

Prof. Cifelli stated that he gives an exam during pre-finals week on all the lab material in his courses, so that he does not need to cover any of that on the final exam; there are no redundancies on the material he covers during pre-finals week and on his final exam. Prof. Merchan-Merchan asked if they received significant input from engineering students regarding their capstone classes. Mr. Crisp noted that this policy change would not apply to laboratory courses or those that are less than 16 weeks in length.

The Chair noted that the Faculty Handbook does not specify a procedure for amending the handbook. For previous revisions of the Faculty Handbook the Faculty Senate's motions functioned as a recommendation to the President and the Provost to amend the faculty handbook. A vote today would not formally amend the handbook, rather serve as a recommendation.

Prof. Bembem asked if the 1,000 students that responded was representative of the entire student body, since it is only about 4% of students. Mr. Lutter noted that this was similar in number to the number of votes that elected the SGA officers.

Prof. Emily Johnson is concerned that there are an excessive number of policies reiterated on course syllabi. She noted that she typically has papers due earlier in the semester, but that students request

extensions that make them due even closer to finals week. Prof. Schmeltzer and Prof. Kornelson are both concerned that this policy would apply to final papers and also to quizzes.

At this point, a tornado warning was issued on campus. Due to that, the issue was tabled until Fall 2016.

### **PRESENTATION OF CERTIFICATES OF APPRECIATION**

Due to the tornado warning, Prof. Hirschfeld very briefly thanked the outgoing senators for their contributions and said that certificates of appreciation would be sent via campus mail. Certificates of Appreciation were prepared for the following outgoing senators who completed full three-year terms (2013-16): Fran Ayres, Elizabeth Bergey, Lloyd Cracknell, Jon Forman, Ronald Halterman, Jill Irvine, Emily Johnson, Bo Kong, Keri Kornelson, Timothy Laubach, Christina Miller, Wilson Merchan-Merchan, Harold Mortimer, Shivakumar Raman, John Schmeltzer, Suresh Sharma, and Robert Terry. Certificates also were also prepared for senators whose terms expired and to the outgoing members of the Senate Executive Committee.

### **RESOLUTION OF APPRECIATION TO PROF. TASSIE HIRSCHFELD, OUTGOING SENATE CHAIR**

Prof. Hirschfeld transferred the gavel to Prof. Riggs to represent his transition to Chair of the Faculty Senate for 2016-17. Prof. Riggs introduced a resolution of appreciation for Prof. Hirschfeld, which was approved by applause.

*WHEREAS Tassie has led the Faculty Senate and Faculty Senate Executive Committee through a difficult year of revenue failures and budget cuts with steadfast calm, resilient good humor, and uncommonly good sense, and*

*WHEREAS Tassie has facilitated honest and respectful relationships with campus administration, allowing for frank conversations that have led to genuine faculty input and meaningful positive changes, and*

*WHEREAS Tassie has kept the Faculty Senate informed and aware of the many changes that have swept across campus this year, including new travel processes, a new Vice Presidential position, new IT policies, a new learning management system, proposed new course schedules, and much more, and*

*WHEREAS Tassie has been keenly conscientious to consider the ways that these changes might affect faculty adversely and has kept the OU Administration apprised when the Faculty Senate or the Faculty Senate Executive Committee has thought these worthy of their notice, and*

*WHEREAS Tassie has been an effective and efficient leader of the faculty senate, perhaps setting a modern record for the average (short) length of senate meetings, and*

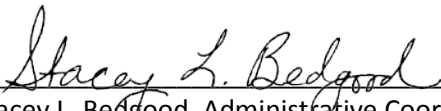
*WHEREAS Tassie has set an excellent example of faculty leadership with her integrity, her clarity of purpose, and her commitment to excellence and equity,*

*BE IT RESOLVED that the Faculty Senate expresses its most sincere appreciation to Tassie Hirschfeld for her outstanding service to the University of Oklahoma as Chair of the Faculty Senate during the academic year 2015-2016.*

Prof. Riggs presented Prof. Hirschfeld with an engraved clock and a certificate of appreciation.

**ADJOURNMENT**

The meeting adjourned at 4:47 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m. on Monday, September 12, 2016, in Jacobson Faculty Hall, Room 102.

  
\_\_\_\_\_  
Stacey L. Bedgood, Administrative Coordinator

  
\_\_\_\_\_  
Sarah Ellis, Faculty Senate Secretary

## Report of the Ad Hoc Committee on Faculty Senate Reapportionment

Al Schwarzkopf  
Cecelia Brown  
Michael Crespín  
April 2016

The Ad Hoc Committee on Faculty Senate Reapportionment met to recommend a reapportionment of the Faculty Senate. It first considered the policies found in the Faculty Handbook. The rules for apportioning the Senate are stated in section 10.2.1 of the Faculty Handbook:

*"The Faculty Senate shall consist of 50 members of the Regular Faculty. The senators shall be elected to three-year terms in the degree recommending divisions of the University. The electors shall consist of members of the Regular Faculty. Full-time administrative personnel above the department level shall be excluded from elections of the Faculty Senate.*

*In the Faculty Senate, seats shall be allocated as follows: one seat to each degree-recommending division with at least one percent of the total faculty. Members of the Regular Faculty who are not members of a degree-recommending division of the University, or who are in a degree-recommending division with less than one percent of the total faculty, shall be treated as a separate division. The balance of the seats will be allocated among faculty members placed in this separate division according to a triennial apportionment proposed by the Faculty Senate and approved by the Regular Faculty. Degree-recommending divisions with no faculty members will be allowed to appoint a faculty member as an ex-officio member with all the rights and privileges of senate membership excluding the right to vote in official Faculty Senate actions."*

### Recommended Reapportionment

The Committee followed a number of past practices. Included in the faculty count are renewable term appointments at the Assistant Professor level and above and part-time faculty at the Assistant Professor level and above, term or tenured/tenure-track, according to their FTE. For faculty who are budgeted in non-degree organizations, we allocated as many of them as possible to their home departments (where they hold tenured or tenure-track appointments). They should, therefore, vote for their Senate representation with their academic department. The "Total" column in the table provides the total number of faculty in each unit when applying the above method of counting faculty.

There are 52.5 faculty in non-degree recommending divisions who do not have joint appointments. That number represents 4.96 percent of the total faculty and entitles them to about 5 percent of the total numbers of Senators, or three Senators. Following both tradition and being justified by their numbers we recommend allocating one seat, each, to the Library and ROTC faculties. Faculty members in non-



degree recommending divisions as well as the faculties of Liberal Studies, Honors, and Aviation are left. We recommend they share that last seat.

We recommend the remaining 47 seats be allocated using a proportional method. The committee used the “Webster Method” of allocating seats. It basically gives each unit its whole number of seats and then allocates the remaining seats to the largest remaining fraction until all seats are allocated. The specific recommendation of the committee is found in the column labeled “Recommended Allocation” in the attached table. The only change in terms of senate representation by college will be for Fine Arts to lose one seat and Architecture to gain one seat.

We opted for the Webster method, in part, because it is more commonly used and generally perceived to produce the least bias. For a discussion, see:

<http://www.brookings.edu/research/papers/2001/08/politics-young>. But, most convincing to the committee is the argument that the Faculty Senate has been apportioned using this method for as long as anyone can remember and absent a policy decision made above the committee’s level we felt we should follow tradition.

In conclusion, the Committee recommends the allocations in the table for the three years beginning with academic year 2016-17.

Ranked Instructional (Regular) Faculty by College and Recommended Apportionment for Faculty Senate for 2017-2020																
College/Division	Total	% of FTE	% of 1005.45 x 47	2014 alloc	Base 2017	Fraction Over Base	Rank Fraction	Represent Rate	Rank Rate	Avg Rank	Final Rate	Recomm. Allocation	Change			
Architecture	37.00	3.50%	1.7296	1	1	0.7296	2	2.70%	2	2	5.41%	2	1.00			
Arts and Sciences	499.74	47.24%	23.3605	23	23	0.3605	8	4.60%	9	8.5	4.60%	23	0.00			
Atmospheric and Geographic Sciences	39.75	3.76%	1.8581	2	1	0.8581	1	2.52%	1	1	5.03%	2	0.00			
Business	55.00	5.20%	2.5710	2	2	0.5710	6	3.64%	6	6	3.64%	2	0.00			
Earth and Energy	34.62	3.27%	1.6183	2	1	0.6183	5	2.89%	3	4	5.78%	2	0.00			
Education	57.00	5.39%	2.6645	3	2	0.6645	3	3.51%	5	4	5.26%	3	0.00			
Engineering	112.34	10.62%	5.2514	5	5	0.2514	9	4.45%	8	8.5	4.45%	5	0.00			
Fine Arts	99.00	9.36%	4.6278	5	4	0.6278	4	4.04%	7	5.5	4.04%	4	(1.00)			
International Studies	16.50	1.56%	0.7713	1	1	-0.2287	11	6.06%	11	11	6.06%	1	0.00			
Journalism & Mass Comm	21.50	2.03%	1.0050	1	1	0.0050	10	4.65%	10	10	4.65%	1	0.00			
Law	33.00	3.12%	1.5426	2	1	0.5426	7	3.03%	4	5.5	6.06%	2	0.00			
Graduate College				0	0											
<b>TOTAL Non-Pool Faculty (FTE)</b>	<b>1005.45</b>	<b>95.04%</b>	<b>47.5188</b>													
<b>TOTAL Non-Pool Seats</b>	<b>47.00</b>			<b>47</b>	<b>42</b>							<b>47</b>	<b>0</b>			
<b>POOLED PROGRAMS</b>																
Honors	11.00	11.00	1.04%	1	1											
Liberal Studies	6.00	6.00	0.57%	1												
CCE Aviation	2.00	2.00														
President	0.00	0.00														
IT	0.81	0.00														
<b>Provost Direct</b>	<b>17.23</b>	<b>2.00</b>					<b>15.04</b>	<b>0.19</b>	<b>1</b>							
Art Museum	0.00	0.00														
Blankenship Chair																
Cultivation of Character	1.00						1									
Cntr Teaching Excellence	1.00	0.00					1									
Carl Albert Center	3.00	0.00					3									
History of Liberty	1.00	1.00	1.00				1									
Humanities Forum	1.00	0.00					1									
OSLEP	0.75						0.75									
Okla. Mus. of Nat. Hist.	5.29	0.00					5.29									
Univ Press	0.19							0.19								
World Literature Today	1.00	0.00					1									
Provost Office Admin.	3.00	1.00	1.00				1		1							
Writing Center		1.00	1.00													
Research Administration	0.43	0.00														
<b>Part Sum</b>			22.00	2.08%	1								1			
Library		18.50	18.50	1.75%	1	1							1			
ROTC		12.00	12.00	1.13%	1	1							1			
<b>TOTAL Pooled Faculty (FTE)</b>	<b>52.50</b>	<b>4.96%</b>	<b>2.4812</b>													
<b>TOTAL Pooled Seats</b>				<b>3.00</b>												
<b>Total Full-Time-Equivalent Instructional Faculty</b>	<b>1057.95</b>			<b>102</b>												

Source: November 2015 payroll file Institutional Research and Reporting

**OU Student Government Association's  
proposed revisions to  
Faculty Handbook section 4.10 Final Exam Preparation**  
(submitted to the OU-NC Faculty Senate on April 11, 2016)

**List of Proposed Changes:**

- No exams or quizzes allowed during pre-finals week. (Subsection A).
- Added a chain of approval for Special Cases Deviating from the policy, due to the ability of a chair or dean being the professor of a course. (Subsection C).
- Added a clause requiring that the pre-finals week policies be placed in the course syllabus. (Subsection E).
- Changed the name of the Student Government Association, to properly reflect the change in name from UOSA to SGA. (Fourth Clause after Subsection E).

**4.10 FINAL EXAM PREPARATION PERIOD**

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

**4.10.1 STUDENT-FACULTY POLICIES AND INFORMATION**

(A) Assignments, ~~examinations~~, or projects worth less than 10 percent combined total of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments, ~~examinations~~, or projects may be due on the last two days of pre-finals week. Exams and quizzes may not be given during pre-finals week.

(B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during the first three weekdays of pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week. ~~In-class presentation of semester assignments due before pre-finals week may be scheduled for any day other than the last two days of pre-finals week.~~

(C) Special ~~case deviations~~ cases deviating from ~~this the Final Examination Preparation Period~~ policy must be clearly stated in the course syllabus and approved by the chair of the department through which the course is offered. If the professor is the chair of the department, the professor must have these special cases approved by the dean of the college in which said department resides. If the professor is the dean of the college in which the course is taught, the professor must have these special cases approved by the Senior Vice President and Provost.

(D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.

(E) Final Exam Preparation Period policies must be placed in the course syllabus underneath the University Policy section.

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour ~~with a start time before 5:00 p.m. and evening classes.~~

All University laboratory classes are exempt from this policy.

No ~~University of Oklahoma Student Association (UOSA) organization~~ Student Government Association (SGA) Registered Student Organizations (RSO's) may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.

This policy shall remain in force until reviewed no sooner than 2014.

(President, 7-16-93, 1-2-97, Faculty Senate, 1-22-01, President, 2-1-01)