Approved by the Council on Academic Affairs
February 1, 1973

Policy Regarding Rescheduling of an Examination for Individual Students who have an Excessive Number of Final Examinations on the Same Day

"In the event that a student is scheduled for more than three final examinations on the same day, he may request, through his college dean, that the examinations in excess of three be rescheduled."

To: Members of the Faculty Senate
From: John D. Rowlett, Acting Chairman
Council on Academic Affairs
Subject: Proposed Optional Policy on Transfer of Credits and Grade Points from Accredited Junior and Senior Colleges
Date: February 21, 1973

Our present policies on the transfer of credits from another institution are summarized on pages 24-25 of the current University Catalog with C. 2, page 35, stating as follows:

"Credits earned at an accredited institution are evaluated on the basis of 2.0 (C) average, and the maximum hours allowed are assigned on this basis. All courses attempted are recorded and the evaluation on such courses is at the discretion of the college dean. Only two hours of physical education activity courses may be accepted toward graduation."

Institutions including several universities in Kentucky, are making all grades
Mr. Rowlett made a motion to approve the proposal for a Bachelor of Science in Microbiology. Seconded by Mr. Ogden, the motion passed.

Mr. Rowlett moved that the curriculum for Master of Arts in Education with emphasis in early childhood education be approved. It was seconded by Mr. Moretz. Mr. R. Lewis requested information concerning employment possibilities in the field and was assured by representatives of the Department of Education that units in kindergarten work were presently approved and in all probability more would be approved in the next Legislature. The motion passed.

Mr. Rowlett moved the adoption of the proposal for a program leading to the Coaching Endorsement of a Secondary Teaching Certificate for women. Miss Uhrlir seconded the motion, and the motion passed.

Mr. Rowlett moved the adoption of the proposed curriculum for Athletic Coaching Endorsement for men. Mr. Warren seconded the motion, and the motion passed.

Mr. Rowlett made a motion to adopt the proposed curriculum for Athletic Training for men and women and upon second by Miss Uhrlir, the motion passed.

Mr. Rowlett moved the adoption of the Honors Program for General Studies English 105 and upon second by Mr. Patrick, the motion passed.

Mr. Rowlett made a motion that the proposed policy for rescheduling of an examination for individual students who have an excessive number of final examinations on the same day be approved. Mr. Way seconded the motion. On discussion, Mr. McGlasson requested information on how the program could be implemented. Mr. Rowlett noted that on an informal basis he had implemented this program during the fall semester examinations through the college deans and it had worked out very well. He further noted that approximately ten to twelve students were involved. Mr. McGlasson noted that complications could develop and Mr. Rowlett stated that this might be so but that they had been able to resolve them this fall. Mr. McGlasson noted that his constituency was worried that it would create trouble and difficulty for the teacher relative to rescheduling. Mr. Batch requested information concerning a time limit in getting the request through Mr. Rowlett and the college deans and was informed by Mr. Rowlett that this would be examined by the Council on Academic Affairs. Mr. Sexton noted that implementation of the program would be made later by the Council and all questions relative to the implementation would be examined by the Council. Mr. Myers stated that he hoped in
the implementation a time element relative to request could be
developed. The motion passed.

Mr. Rowlett moved that the proposed optional policy on transfer of credits and grade points from accredited junior and senior colleges be approved. The motion was seconded by Mr. Moretz. Under discussion Mr. Rowlett noted that at a later date the Council on Academic Affairs would reexamine the last two sentences as set forth in Option Two: "Only two hours of physical education activity courses may be accepted toward graduation." Mr. Patrick questioned how the options would be implemented and was told that a student would make his option at the time of admission and that other technical details were not settled by the Academic Council as of this moment. Mr. Warren noted the item on physical education referred to previously by Mr. Rowlett and stated that a transfer could lose up to eight, ten, or more hours if the sentences were not removed. He requested an assurance that it would be cleared prior to publication of printed material and was told it would not be printed. Mr. Ogden stated that in his opinion this comment referred to activity courses and not general courses. Mr. Warren stated that many courses on an upper professional level were now activity courses. He further noted that this statement is discriminatory against one specific academic area. The motion passed.

Mr. Rowlett made a motion that the proposed revision of policy on procedures for change of grades be approved. The motion was seconded by Mr. Sexton. On discussion Mr. Wise requested information on the problems motivating this report. Mr. Sexton stated that he had investigated this problem and that it was of some magnitude. He noted that in the month of January, 1973, there were 426 grade changes. 326 of these were incompletes to grades or changes to status such as WP or WF. Of the hundred remaining, 78 were changed upward one grade level, 14 were changed two grade levels, 7 were changed upward three grade levels, and one was changed upward four grade levels. The significant factor is that no grade went down. Mr. Sexton went on to note the concerns of faculty members as well as the concerns of students with reference to changes; that if one grade was changed in a class all members of the class should be in a position to also be considered for grade changes. He stated that the Dean of the College should be placed back into the scheme of grade changes. Mr. Young stated that this was reverting back to an old policy in effect two years ago. He noted that at the time he had supported the change but that he now felt that the Dean of the College should be back into the picture in that he had a better overall view of the situation concerning grade changes. The motion passed.
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"In the event that a student is scheduled for more than three final examinations on the same day, he may request, through his college dean, that the examinations in excess of three be rescheduled."
The faculty of Eastern Kentucky State Teachers College met
July 11, 1932 at a call meeting with President Donovan presiding.

Minutes of the previous meeting were read and approved. President
Donovan requested the departmental heads to make an inventory of the equipment
and present it to him before August 1, 1932.

Dr. Jones discussed the problem of changing final grades. It was
pointed out that this practice would cause a great deal of dissatisfaction
and should not be indulged in.

President Donovan announced that teachers in making their final
reports should not use the plus and minus signs in their grades. The official
grading scheme of the institution does not provide for plus and minus signs.
He stated that all examinations must be given at the time scheduled unless
arranged by the Registrar and the Director of Research.

President Donovan spoke of the opportunity the faculty members have
of presenting the educational problem of the state in the teachers' conferences.
He asked that approximately fifteen minutes be taken up in presenting the cause
of the Teachers Colleges and the University in the educational program of the
state.

President Donovan announced that the contracts for next year will be
for ten months, September 1 to June 30, and the salaries would be reduced
fifteen per cent. He further announced that the incidental fee for next year
will be $10.00.

Faculty adjourned.

Signed: [Signature]

Approved: [Signature]
indicating that there is no credit in the course, or that the
credit is subject to such conditions or limitations as may be
defined in the regulations of the Faculty.

RULE 17. Instructors shall give marks in printed letters
(not written in both daily register and term report, and shall
retain a transcript or the original of the daily register, in
cluding the record of conditions and standing in case of pupils
whose grade or status is Z, I or W, in accordance with the rules
defining these marks.

RULE 18. If a student's grade in any course is below
passing he shall not thereafter, without consent of the President,
be permitted to substitute for that course; (provided: that
this rule shall not be interpreted as to permit a student to
graduate with less than the minimum amount of credit in any
subject prescribed by the Normal Executive Council.)

RULE 19. Unexcused absence shall automatically be re-
corded as an F on the day's recitation.

ARTICLE II - Examinations.

RULE 1. Examination in all courses given in residence
shall begin on Wednesday morning and close on Thursday after-
noon of the last week of the term; except that in the spring
term examinations shall be held on Friday and Saturday preceding
Commencement week.

RULE 2. If a student is absent from a terminal examina-
tion the teacher may in his discretion admit the student to a
subsequent examination; provided that the student has secured
an excuse from the President for his absence.
RULE 3. In Term IV, but not in any other term, approved candidates for the advanced certificate who have a class standing of A or B in any course for that term shall be exempted from examination in that course.

RULE 4. No examination in any course being conducted in residence shall be given by any instructor in advance of the time fixed (in these regulations, except by administrative order, by special permission of the President, or by a formal Faculty action suspending the regulations for the term then current.)

RULE 5. Examinations in correspondence courses shall be given at such time and place, in such manner, and under such examiner as shall be arranged by the Supervisor of the correspondence department in agreement with the instructor of the course in question; provided that such precautions shall be observed as are required by law in examinations for the certification of teachers by the State.

RULE 6. Without special consent of the President no instructor in this school shall conduct any examination for entrance or advanced credit in any other institution; provided that this rule shall not be so construed as to forbid the transfer to other institutions of credits made by examination in this institution by bona fide students.
FACULTY MINUTES

The faculty of Eastern Kentucky State Teachers College met in Room A, May 5, 1930 with President Donovan presiding.

The minutes of the two previous meetings were read and approved.

At the request of Mr. Van Peursem, the faculty voted to permit him to change the grade of "D", as assigned to Mrs. Elsie Blankenship Jones, to a grade of "B".

President Donovan announced that applications for degrees and standard certificates must be approved by May 23, 1930. Dean Cooper announced that committee and faculty meetings would be called to take care of this.

President Donovan made the following announcements:

"It is the policy of the institution to give some of the semester examinations after commencement. All students and faculty members will be required to attend the Baccalaureate services and Commencement Exercises. The secretary of the faculty will check the faculty attendance at the commencement exercises. The faculty will meet at Burnam Hall in formal academic attire and march to the Administration Building. The special spring term faculty will be welcome to participate, but it will not be required of them.

It is essential that classes be scheduled five and one-half days per week and from 7:30 to 4:00, in order to use the plant effectively. Approximately as many classes should be scheduled in the afternoons as in the mornings.

The faculty should require work until the end of the semester. The faculty shares the responsibility for the conduct of the students and it is expected of them to report any cases of misbehavior."
Faculty members are requested to stay out of the cashier's office."

The Dean was instructed to give a statement of the policy as to the
assigning of grades to students not present at the last class periods.

Faculty adjourned.

__________________________________________
Secretary

Approved:__________________________________

President.

MEM:ED
May 15, 1930.
RULE 18. If a student's grade in any course is below passing he shall not thereafter, without consent of the President, be permitted to substitute for that course; provided that this rule shall not be so interpreted as to permit a student to graduate with less than the minimum amount of credit in any subject prescribed by the Normal Executive Council.

RULE 19. Unexcused absence shall automatically be recorded as an F on the day's recitation.

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examiner as shall be arranged by the Supervisor of the corres-
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structor in this school shall conduct any examination for en-
trance or advanced credit in any other institution; provided:
that this rule shall not be so construed as to forbid the trans-
fer to other institutions of credits made by examination in this
institution by bona fide students.
Dr. Grinstead made a motion seconded by Miss Gibson that the two articles just read be adopted. The motion carried.

Dr. Grinstead made a motion seconded by Mr. Keith that the rest of the report be made special order for next meeting. The motion carried.

Miss Roberts made the following report of the Committee on Certification and Graduation. The Committee on Certification and Graduation at its meeting on November 22, recommended the certification of the following students:

<table>
<thead>
<tr>
<th>ELEMENTARY CERTIFICATE</th>
<th>INTERMEDIATE CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Templeton</td>
<td>Aileen Robertson Fry</td>
</tr>
<tr>
<td>Nancy Furlong</td>
<td>Margaret Stipp</td>
</tr>
</tbody>
</table>

By motion of Dr. Grinstead, seconded by Miss Gibson the report was accepted.

Mr. Donovan made a motion seconded by Dr. Grinstead that John C. Powers be approved for elementary certificate. The motion carried.

The faculty adjourned.