



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Reviewed and endorsed by Faculty Senate Executive Committee 10-15-18

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Academic Class Management**

**Number: UW Regulations 6-400, 403[ABF1], 405, and 721 (2-XX)**

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### I. PURPOSE

To describe academic class management procedures related to class sizes, the structure for the class numbering system, class meeting times, and final examinations.

### II. CLASS NUMBERING STRUCTURE[AMA2]

University classes shall be divided into the following categories:

- A. Certain remedial classes giving no credit toward graduation are designated by numbers in the 0XXX series. Remedial classes offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University. ~~Certain remedial classes giving no credit toward graduation are designated by numbers in the 0XXX series. Remedial classes offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University.~~
- B. Undergraduate student classes have numbers at the 1000, 2000, 3000, and 4000-levels.
- C. Graduate student classes have numbers at the 5000 and 6000-levels.
- D. “Dual-listed” classes bear both the 4000 and the 5000-level numbers and can be taken by undergraduate students, typically who will register for 4000-level number, and by graduate students, who ~~will~~ shall register for 5000-level number.
- E. “Stacked classes” are nested skills-based classes. In a Stacked-class, all of the students registered for the 1000 to 5000-level classes meet with the instructor for class instruction at the same time.
- F. Undergraduate[ABF3] and graduate classes are classified into either group-instruction, or individualized-instruction. Group-instruction, or Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio. Individualized-instruction, or Group 2 classes include: Lesson, Internship, Readings, Clerkship, Practicum,

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42 Independent Study, Independent Research, Thesis Research, Dissertation Research,  
43 and Continuing Registration.

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45 **G.** Lower division classes are those designed primarily for freshmen and sophomores and  
46 designated by numbers between 1000-1999 and 2000-2999. A lower division class  
47 surveys the discipline to introduce broad basic concepts, skills, and techniques. 2000-  
48 level classes may have ~~prerequisite~~ classes or require prerequisite knowledge that  
49 would be equivalent to that learned in a ~~1000-level prerequisite~~ class as determined by  
50 a placement exam or other means.

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52 **H.** Upper division classes are those designed primarily for juniors and seniors and are  
53 designated by numbers between 3000-3999 and 4000-4999. Upper division classes are  
54 characterized by the following criteria.

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56 **1.** The class must:

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58 **a.** Build upon concepts, techniques and skills learned in lower division  
59 classes by presenting advanced concepts, requiring well developed  
60 analytical skills, or encouraging the abilities to synthesize and create;  
61 and

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63 **b.** Require significant prerequisites such as:

- 64  
65 (1) substantial general introduction in the discipline or related areas,  
66 as evidenced by specific collegiate classes as prerequisites; or  
67 (2) a general educational background at the collegiate level, as  
68 evidenced by multiple prerequisites; ~~or~~  
69 (3) acceptance into or advanced standing in a recognized  
70 professional program; ~~or~~  
71 (3)(4) demonstrated level of academic progress.

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73 **2.** 4000-level classes should contain specific content at a level to prepare students  
74 for either graduate study or entering the work force. Class content at the 4000-  
75 level should normally have a relatively deep and narrow focus. Since some  
76 4000-level classes can be utilized for graduate credit, these classes should  
77 generally be restricted to either seniors or graduate students.

78  
79 **I.** Classes designed primarily for graduate students shall be designated by numbers  
80 between 5000-5999. Graduate classes are normally open only to students who have  
81 been admitted to graduate study; however, ~~unusually~~ advanced undergraduate students  
82 may be permitted to take these classes.

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1. 4XXX classes can be dual-listed as 5XXX classes provided additional requirements have been approved by the University Course Review Committee of Faculty Senate.
2. Classes designed primarily for Law, Pharmacy and WWAMI students shall be designated by numbers between 6000-6999.

### III. CLASS SIZES

Class sizes for group instructions (Group 1) for the fall and spring semester are governed by the following rules:

A. When the enrollment in a Group 1 class numbered 1000-4000 is less than ten students one week before the semester begins, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or school in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

~~B. Classes will not be offered at the 1000 to 4000 level for less than five students.~~

~~B.~~ When the enrollment in a Group 1 class numbered 5000 or 6000 is less than five students one week before the semester begins, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or school in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

~~E.C.~~ Any dual-listed Group 1 classes/sections with less than 10 total undergraduate and graduate students across the two sections and less than 5 graduate students will require the Department Head or Director to provide written justification for offering the class/section during the upcoming semester. Should the college or school dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

### IV. CLASS MEETINGS OUTSIDE SCHEDULED TIMES

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124 Faculty will hold all required class sessions and examinations in the class hours as specified  
125 in the official class schedule and course syllabus. This shall not preclude scheduling extra  
126 class meetings for review or special help where this proves necessary or beneficial, as long  
127 as attendance at the extra meetings is entirely at the student's option and not required or  
128 graded work is not done at these sessions. If field trips, additional activities, or other  
129 academically legitimate programming are required in a class, those activities and times  
130 must be communicated to students with reasonable notice, and must have the approval of  
131 the Department Chair and Dean.

## 132 V. FINAL EXAMINATIONS<sup>[TRE11]</sup>

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### 134 A. Authorization for Scheduling

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136 The Registrar is authorized to schedule final examinations. With only the  
137 exceptions outlined below, exams will be given at the designated times. The  
138 examination schedule shall be published at least one month before the first day of  
139 final examinations.

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141 Exceptions for which no examination time will be shown in the final examination  
142 schedule are: (1) all classes listed entirely as TBA; (2) classes blocked to the first  
143 half of semester; (3) classes meeting off campus; (4) ~~correspondence and~~-extension  
144 classes; (5) student teaching; and (6) labs, discussions and recitations.

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### 146 B. Group Examinations

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148 In classes in which the same material is taught in more than one section and a  
149 common examination is deemed desirable, a group examination will be scheduled  
150 by the Registrar if such can be arranged within the limits of the examination period  
151 and without creating serious conflicts.

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### 153 C. Student Scheduling Exceptions

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155 No student shall be required to take more than two final examinations in any one  
156 day. Along with the specific final examination schedule, the Registrar shall publish  
157 a system of priorities that will determine which class is expected to offer an  
158 examination at a different time for a student who is scheduled for more than two  
159 final examinations in one day or more than one at the same hour.

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### 161 E. Final Examination Preparation Day

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163 At least one final examination preparation day shall separate the last day of classes  
164 and the first day of final examinations.

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**F. Reading Week**

To avoid excessive pressure on students during the week before final examinations, no examination or graded exercise should be given in the last week of classes unless it is essential for the effective functioning of the class, it is a makeup test or examination, or it is a regularly scheduled weekly exercise. If an examination or graded exercise in the last week of classes is deemed essential, the instructor must notify the students of it in a class syllabus distributed at the beginning of the class. Examinations or graded exercises given during the last week of classes are appropriate in the following circumstances:

1. Laboratory examinations in those classes that do not have a separately scheduled final examination for the laboratory portion of that class.
2. Evaluations in classes that require individualized performances that cannot be incorporated into a scheduled final examination, such as recitations and musical performances.

**G. Take-Home Finals and Summative Class Projects**

Take-home finals and summative class projects may be distributed prior to final week and shall be due no earlier than the regularly scheduled final examination time for that class. If, in the opinion of the instructor and department head, a final examination would be inappropriate for a particular class a final examination need not be administered.

**H. Grade of I**

Instructors should make every effort, but are not obligated to give final examinations before the scheduled time to students who, for legitimate reasons connected with official University activities, cannot take the final examination at the scheduled time. In such cases, students are entitled to receive a grade of "I", subject to the usual procedures and conditions of the grade of "I".

**I. College of Law**

The College of Law is exempt from this final examination policy.

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**Effective Date:** July 1, 201~~9~~<sup>8</sup>

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

**History:**

University Regulation 400, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 5/13/15 Board of Trustees meeting