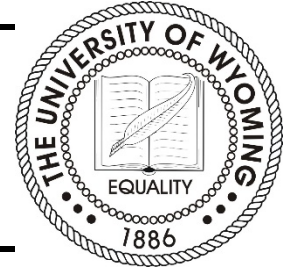

UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Class Management

Number: UW Regulation 2-100



I. PURPOSE

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

II. DEFINITIONS

Course: Any class, laboratory or other group educational opportunity offered at the University for academic credit for which students are eligible to enroll.

Syllabus: A schedule of class topics and activities that also includes policies related to the administration of the course.

III. CLASS NUMBERING STRUCTURE

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.
- 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, who typically will register for 4000-level number, and by graduate students, who will 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 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, Independent Study, Independent Research, Thesis Research, Dissertation Research, and Continuing Registration. Extension courses carry no credit, charge no tuition, are usually self-paced, and do not lead to a degree. The Office of the Registrar does not schedule a final exam for Extension courses.
- G.** Lower division classes are those designed primarily for freshmen and sophomores and designated by numbers between 1000-1999 and 2000-2999. A lower division class surveys the discipline to introduce broad basic concepts, skills, and techniques. 2000-level classes may have prerequisite classes or require prerequisite knowledge that would be equivalent to that learned in a prerequisite class as determined by a placement exam or other means.
- H.** Upper division classes are those designed primarily for juniors and seniors and are designated by numbers between 3000-3999 and 4000-4999. Upper division classes are characterized by the following criteria.
- 1.** The class must:
 - a.** Build upon concepts, techniques and skills learned in lower division classes by presenting advanced concepts, requiring well developed analytical skills, or encouraging the abilities to synthesize and create; and
 - b.** Require significant prerequisites such as:
 - 1)** substantial general introduction in the discipline or related areas, as evidenced by specific collegiate classes as prerequisites; or
 - 2)** a general educational background at the collegiate level, as evidenced by multiple prerequisites;
 - 3)** acceptance into or advanced standing in a recognized professional program; or
 - 4)** appropriate progress in program.
 - 2.** 4000-level classes should contain specific content at a level to prepare students for either graduate study or entering the work force. Class content at the 4000-level should normally have a relatively deep and narrow focus. Since some 4000-level classes can be utilized for graduate credit, these classes should generally be restricted to either seniors or graduate students.

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

IV. CLASS SIZES

Class sizes for group instruction (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 fewer than ten students one week before the first day of classes, 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. When the enrollment in a Group 1 class numbered 5000 or 6000 is fewer than five students one week before the first day of classes, 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.
- C. When the enrollment in a dual-listed and/or crosslisted Group 1 class/section is fewer than ten total students (unless at least five of them are graduate students) one week before the first day of classes (across the two sections), 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 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.

V. CLASS MEETINGS OUTSIDE SCHEDULED TIMES

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

VI. FINAL EXAMINATIONS

A. Authorization for Scheduling

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

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

B. Group Examinations

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

C. Student Scheduling Exceptions

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

D. Final Examination Preparation Day

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

E. 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.

F. 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.

G. 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".

H. Exemptions

The College of Law and the WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) medical education program are exempt from this final examination policy. Exemptions to this policy may also apply when students are approved for reasonable accommodations through the University's Disability Support Services ("DSS") office. In those instances, instructors should work with DSS and the student to implement the applicable approved accommodations regarding courses and final examinations.

VII. COURSE SYLLABUS

The instructor of a course shall provide a copy of the course Syllabus to students at the beginning of the semester, which shall be distributed via the University's learning management system. The instructor will post an outline Syllabus publicly as early as is practicable, preferably not later than two (2) weeks prior to the commencement of the term. The President, through the Provost, shall establish and maintain a Standard Administrative Policy and Procedure outlining the required contents of the Syllabus.

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

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 400, Revision 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 5/13/2015 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 6-400, now UW Regulation 2-100
Revisions adopted 6/12/2019 Board of Trustees meeting

University Regulation 403, Revision 2 and Change 1; adopted 7/17/2008 Board of Trustees meeting
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