

TKU Implementation Guidelines for Temporary Changes to Scheduled Classes

Secretariat Regulation No. 1010000021 (05/31/2012)

Amended in Academic Affairs Meeting (05/09/2012)

1. The *TKU Implementation Guidelines for Temporary Changes to Scheduled Classes* (herein referred to as “These Guidelines”) were formulated to enhance the quality of instruction at TKU and uphold students’ rights to receive instruction.
2. Faculty members who need to temporarily change class times (including teachers taking leave) or who have been temporarily assigned a different classroom should submit a “Temporary Change to Class Time Notification Form” and inform students of the change before the change takes place.
3. Faculty members may not apply for temporary changes to classes for the purpose of attending speeches, symposiums, or workshops. However, if they had already planned to take the class to such functions, and clearly outlined this in the course syllabus; and if the theme of the activity correlates with the topic tackled in that week’s class, the teacher may apply for a temporary change to the scheduled class.
4. Teachers who take leave and hold subsequent make-up classes must adhere to the following requirements:
 - a) Make-up classes should be held in “units” equivalent to class periods. Each class period missed should be compensated for.
 - b) Make-up classes for different subjects or the same subject but different classes must not be combined.
 - c) Make-up classes must not take the form of listening to speeches or attending symposiums or workshops.
 - d) Make-up classes must not be held during mid-term examination week, final exam week, or during the final exams for graduating students.
 - e) The teacher should avoid holding make-up classes at a time that clashes with students’ other courses.
 - f) Unless first gaining the approval of the entire class, make-up classes must not be

held on weekends or holidays.

- g) If the teacher asks a fellow TKU teacher to take the class or make-up class for him / her, the replacement teacher must not combine this class with their original class.
 - h) Make-up classes must be held before the final examinations, and a notification of make-up classes must be distributed in advance.
5. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.