

~~**Proposal: The last week of Fall and Spring undergraduate classes will be designated Success Week. The intent would be to allow** time for students to be able to review and prepare for final examinations. Therefore, no student organization registered with the Student Activities & Greek Life Office may hold meetings or sponsor events without the expressed permission of designated staff of SAGL, or the Chair of the department recognizing the student organization, or the Dean.~~

*Proposal: Success Week for undergraduate students is designated as the five week days preceding the first day of scheduled final examinations each Fall and Spring semester. Success Week is intended to provide students ample opportunity to prepare for final examinations.*

For academic programs, the following guidelines apply:

- A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last ~~three~~ *four* days of Success Week. Assignments worth no more than 10% of the final grade and cover no more than one-fourth of assigned reading material in the course could be given.
- B. Major course assignments (extensive research papers, projects, etc.) should be due the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.
- C. If major course assignments must be given during Success Week, they should be due ~~no later than the Wednesday~~ *in the first three days* of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

This policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour.

All university laboratory classes are exempt from this policy.

Instructors may petition their Dean or Department Chair if they believe the policy “jeopardizes or impairs” their ability to teach.

The Deans and Department Chairs will publicize and monitor this policy each semester.

*University departments shall not sponsor any meetings of registered student organizations and such organizations shall be encouraged to refrain from conducting any organizational activity or meeting.*

Submitted: November 12, 2009

Tom Prasch, President

Approved by Faculty Senate: November 20, 2009 Suggested revisions to Faculty Handbook Section 6.III.E

## Examinations

~~All examinations, with the exception of the final examinations, are scheduled at the discretion of the instructor. Final examinations are administered in all courses where applicable. All examinations are proctored by the instructor or, under certain circumstances, by persons appointed by the instructor. Strict adherence to final examination schedules is essential and any deviation from the printed schedule must be cleared with the Dean of the college or school. No final examinations, except "take-home final examinations" may be given by an instructor during the five days prior to the first day of final examinations without approval of the Dean of their major academic unit. All other examinations, except as otherwise provided in this section are scheduled at the discretion of the instructor. The faculty shall not administer any test, examination or quiz worth more than 10% of the final course grade is urged to limit graded testing during the last four days prior to the first day beginning of the scheduled final examinations each Fall and Spring semester s-period to allow for proper preparation for the finals. All examinations are proctored by the instructor or, under certain circumstances, by persons appointed by the instructor. No final examinations may be given by an instructor during the four weekdays prior to the first day of final examinations. Instructors may however, at their own discretion, in very unusual circumstances, arrange to give an individual the opportunity to take a final examination at another time. In the College of Arts and Sciences, chairpersons submit to the Dean a list of courses from the departments in which final exams are not "applicable." These lists should be compiled with the approval of departmental faculty.~~

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