

## Brothers, Sheila C

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**From:** Jones, Davy  
**Sent:** Monday, August 17, 2009 6:13 PM  
**To:** Randall, David C  
**Cc:** Brothers, Sheila C  
**Subject:** USE THIS ONE: Dead Week Rules and Revisions

David (Sheila),

Please use this section below for dissemination to the Senate Council. The initial email to you a moment ago tagged along some preliminary correspondence that is not part of the final SREC action here. :)

Davy

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**From:** Jones, Davy  
**Sent:** Monday, August 17, 2009 6:08 PM  
**To:** Randall, David C  
**Cc:** Brothers, Sheila C; Gesund, Hans; Ford, Janet P; Kelly, Thomas; Wood, Connie; Jones, Davy; Witt, Don  
**Subject:** FW: Dead Week Rules and Revisions

To: David Randall, Chair, Senate Council  
From: Davy Jones, Chair, Senate Rules and Elections Committee  
RE: Interpretation of Dead Week Rule re: "Homework"

The SREC was asked to interpret whether the new Dead Week Rule prohibits the assignment of homework that is due during Dead Week and for which a grade is assigned that factors into the final class grade. This question generated much discussion among the SREC members as to what was the intent of the new Dead Week rule and what does the new Dead Week rule actually state. As far as intent, the student representatives proposing this new policy who participated in preliminary discussions at Senate Council meetings described an intent to the effect that students wanted/needed a 'clear week before finals to focus on studying for finals' and that having to attend to graded assignments due during dead week unduly distracted from that focus. Several SREC members present at those discussions had the distinct impression that the intent of the student proponents was to cause that no graded assignment would be due during finals week. However, on the other hand, the wording of the Rule adopted by the Senate, reprinted below, does not include the word "homework" as among the prohibited activities listed in items 3, 4 and 5 of SR 5.1.4.6. Yet, "homework" is not included in the permissible items listed in item 7, and the provision in the previous Rule allowing Dead Week graded assignments that are part of regularly scheduled and announced activities in the course syllabus was stricken in the new rule-making. But the SREC also considered it difficult to separate 'home preparation' toward an allowable gradable class participation activity (item 7) from 'homework for a grade' activity. The SREC was also of the view that the broader intent of the Senate Rules is to promote and support effective teaching by the course instructor, and that unless a course-activity-for-a-grade is expressly prohibited by a Senate Rule, then that for-a-grade--course activity is the prerogative of the individual or unit Faculty that is making the policy as to what constitutes for-grade activities in a course.

The SREC also discussed that during the preliminary Senate Council discussions, it was asked whether the rule would apply to only undergraduate courses, or to both undergraduate and graduate courses, and the response remembered by SREC members who were present was that it would only apply to undergraduate courses. On the floor at the subsequent Senate meeting prior to the vote on the wording reprinted below, a Senate member from the floor asked whether the new rule would also apply to graduate courses, and a student representative at the podium said "Yes," in contradiction to the answer given at the Senate Council

meeting. In fact, the rule is written in such a way at the present time that the professional degree programs are not excluded from enforcement of the dead week policy, although it is not the memory of the SREC members who attend the Senate Council meetings that it was intended for this rule to apply to the professional degree programs either.

*It is the interpretation of the SREC that the currently written rule does not literally prohibit "homework" from being assigned as due during dead week, for a grade that will factor into the final class grade. However, the SREC is concerned as to whether the current wording accurately reflects the scope of intended application on the several aspects described above. The SREC urges that the Senate Council please ascertain the scope of the intended application so that a clearer rule, if needed, can be devised.*

Davy Jones  
Chair, Senate Rules and Elections Committee

#### 5.2.4.6 Dead Week [US: 4/10/06; 4/13/09]

1. The last week of instruction of a regular semester is termed "Dead Week." In the rest of these Rules, this term also refers to the last three days of instruction of a summer session and a summer term.

2. In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period for that course.

3. No written examinations, including final examinations, may be scheduled during the Dead Week.

4. No quizzes may be given during Dead Week.

5. No project/lab practicals/paper/presentation deadlines or oral/listening examinations may be scheduled to fall during the Dead Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. A course with a lab component may schedule the lab practical of the course during Dead Week if the lab portion does not also require a Final Examination during finals week.

6. Make-up exams and quizzes are allowed during Dead Week; these are exempt from the restrictions stated in C, D and E.

7. Class participation and attendance grades are permitted during Dead Week.