

FACULTY HANDBOOK – Dead Week - Section 10.6.4

Introduction: The proposed text below replaces the current language in Section 10.6.4 and establishes the general recommendations and procedures included in the present text (approved in 2002) as a more succinct, formal policy with clearly defined requirements, and with less ambiguity.

Current Faculty Handbook Section text:

10.6.4 Dead Week Resolution

Dead Week. The last week of fall and spring undergraduate classes has been designated Dead Week by the Government of the Student Body and Iowa State University for undergraduates. The intent is to provide students with time for review and preparation for final examinations. Therefore, no student organization registered with the Student Organization Office may hold meetings or sponsor events without the expressed permission of Program Coordinator or the Dean of Students Office. For academic programs, the last week of classes is considered to be a normal week in the semester except that in developing their syllabi faculty shall consider the following guidelines:

- Mandatory final examinations in any course may not be given during Dead Week except for laboratory courses and for those classes meeting once a week only and for which there is no contact during the normal final exam week. Take home final exams and small quizzes are generally acceptable. (For example, quizzes worth no more than 10 percent of the final grade and/or that cover no more than one-fourth of assigned reading material in the course could be given).
- Major course assignments should be assigned prior to Dead Week (major assignments include major research papers, projects, etc.). Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.
- Major course assignments should be due no later than the Friday prior to Dead Week. Exceptions include class presentations by students, semester-long projects such as a design project in lieu of a final, and extensions of the deadline requested by students.

Instructors are reminded that most students are enrolled in several courses each semester, and widespread violation of these guidelines can cause student workloads to be excessive as students begin their preparation for final examinations.

Students are reminded that their academic curriculum is their principal reason for being in college and they have a responsibility to study in a timely fashion throughout the entire semester.

The senior vice president and provost will publicize and monitor this policy each semester. In addition, the senior vice president and provost will study the impact of these guidelines on student achievement and report to the university community on the findings.

Section 10.6.4 was approved by the Faculty Senate on 4/9/2002.

Proposed Replacement text:

10.6.4 Dead Week Policy

For each Fall and Spring semester, the last full week of classes before final examinations is designated as Dead Week. The intent of this policy is to establish a one-week period of substantial and predictable study time **for undergraduate students**. During the Dead Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. The restrictions established by this Dead Week policy are:

- Due dates for mandatory graded submissions of any kind that fall within Dead Week must be listed on the syllabus provided at the start of the course.
- Mandatory final examinations may not be given during the Dead Week period except for laboratory courses or courses that meet weekly and for which there is no contact during the normal final examination week.
- Registered ISU Student Organizations may not hold any meetings, functions, or sponsored events during the Dead Week period. Any exception to these restrictions must be authorized in advance by Office of the Dean of Students.

(Approved by FS Executive Board – 16 April 2013; **amended by EB – 30 April 2013 bold text**)