

As amended and adopted by the Faculty Senate at its meeting on 6 October 2008

**UNIVERSITY COMMITTEE RECOMMENDATION TO EXTEND THE DEADLINE
FOR SUBMITTING FINAL GRADE REPORTS**

Discussion

The Faculty Senate requirement that final grades be submitted within four calendar days from the date and hour of the two-hour exam block scheduled during the summary period has been in place since the 1977-78 academic year. The requirement was established prior to the enactment in 1985 of the state statute requiring that classes not begin until after 1 September. That start-date restriction not only causes the university challenges in meeting the pedagogical need that the fall and spring semesters be of equivalent length, but also causes hardships for instructors of courses that have final exam blocks scheduled close to or on 23 December, which are immediately followed by two state employee holidays, Christmas Eve and Christmas Day.

Past University Committees have waived the four-calendar-day requirement for the fall term and permitted the Office of the Registrar to extend the grade reporting requirement to six calendar days. And, in order to avoid confusion about the deadline among semesters, the six-day deadline has now become the practice for both the fall and spring semesters.

The official academic calendar necessarily lists the grade submission deadline consistent with the faculty legislation rather than with the current practice. This can be confusing when deadlines published in the academic calendar differ from those communicated by the Office of the Registrar.

The Office of the Registrar has requested that the University Committee consider amending the policy so that the academic calendar will be consistent with practice, and the practice will conform with the policy. The University Committee endorses the current practice as being reasonable and practical, and recommends that the policy be amended as reflected below.

SUMMARY PERIOD FOR ACADEMIC SEMESTER

1. The academic semester consists of an advising and a course registration period, a regularly scheduled instructional period, and an eight-day summary period. The first day of the summary period is for individual study and review, and no classes or exams are to be scheduled then. The last seven days are prescheduled to include one two-hour summary block for each course of two or more credits. This two-hour block shall be used for an examination or for other instructional activities as deemed appropriate by the instructor and as approved by the instructional unit offering the course. Final examinations or other summary period activities cannot be scheduled during the two weeks preceding the summary period. Take-home final examinations are due at the scheduled two-hour block.
2. The summary period block schedule must be published and must be adhered to by all faculty in accordance with faculty legislation requirements. The Office of the Registrar is authorized to prepare the summary period block schedule without submitting it to the faculty for approval, except that any college or school may prepare its own summary block schedule.
3. The time of a two-hour block for a class and/or the due date for the take-home examination may be changed only with the prior approval of the dean. Where a student has more than two summary blocks scheduled within a period of 24 hours, the instructor may, within guidelines adopted by the college or school faculty, reschedule a final exam to avoid hardship. Rescheduled summary blocks shall be of the same general nature and quality as the activities of the regular two-hour summary block.

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4. Special hours within the prescribed summary period shall be assigned by the Office of the Registrar, in consultation with the dean, for combined summary periods in multiple-section courses that have no common meeting hour.
5. Undergraduate seminar courses, independent study, and directed study courses are exempted from the above rules. Also, the rules apply only to courses numbered 699 or below.
6. Course grades must be completed by each instructor and submitted to the Office of the Registrar within six calendar days (144 hours) from the date and hour of the two-hour block scheduled during the summary period.