

MEMORANDUM

Approved, 4/15/2024

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Education Policy Committee
DATE: 2/12/2024
SUBJ: Recommendation on Assigned Academic Work During Scheduled Breaks

WHEREAS the Executive Committee of the Faculty Senate tasked the Educational Policy Committee to create a proposal to address the assignment of academic coursework and exams over scheduled breaks such as Fall Break, Thanksgiving Break, and Spring Break.

WHEREAS the aforementioned scheduled breaks are placed throughout the academic year intentionally to provide students rest and a break from coursework.

BE IT RESOLVED that it is best practice and it is strongly recommended that faculty not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break; and

BE IT FURTHER RESOLVED that students be made aware (via the syllabus and/or other instructional materials) of course-level assignment schedules, requirements and expectations, including the expectation that students be prepared for exams and/or assignments on the scheduled dates following a break.

Recommendation on Assigned Academic Work During Scheduled Breaks

The Educational Policy Committee considers it best practice and strongly recommends that instructors not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break. While students should always be prepared for class, framing assignments in such a way that requires academic work over Fall Break, Thanksgiving Break, and Spring Break is strongly discouraged. Students should be given sufficient time to carry out assignments without being required to devote their breaks to such coursework.

The following exceptions may apply:

- Students are expected to be prepared for class sessions that meet immediately after scheduled breaks, for example, by keeping up with reading assignments during scheduled breaks as normally expected;
- Students who have been granted extensions through scheduled breaks for graded academic coursework may find it necessary to complete such coursework or prepare for such assessments over break;
- Courses with a travel/field or clinical component may expect students to conduct such academic coursework during scheduled breaks.