

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 03/18/2024

SUBJ: Clarifying Academic Regulations 5.1 and 5.2 Apply to 16-Week Courses

WHEREAS, there was uncertainty during a grade appeal regarding if the “dead-week” policy found in Academic Regulation 5.1 applies to 8-week classes; and

WHEREAS, future uncertainty could also arise regarding Academic Regulation 5.2 for an 8-week course that concludes during the last week of the fall or spring semester; and

WHEREAS, the EPC members believe Academic Regulations 5.1 and 5.2 both were intended to apply to only 16-week courses.

BE IT RESOLVED that PFW Academic Regulations 5.1 and 5.2 be updated with the changes noted on the following pages.

FINAL EXAMINATIONS AND INSTRUCTORS' GRADE REPORTS

- **5.0:** Final Examinations and Instructors' Grade Reports
- **5.1:** Penultimate week. No instructor [of a 16-week course](#) may schedule an examination--comprehensive or non-comprehensive, except for laboratory practicums--during the week preceding the last week of a fall or spring semester.
- **5.2:** Final week. With the exception of those courses classified as individual instruction, clinic, studio, practice teaching, research, or distance courses and those offered for zero credits, each [16-week](#) class is expected to meet for a two-hour session during the last week of each fall or spring semester. The two-hour session may be used for:
 1. a final examination
 2. a last, non-comprehensive examination
 3. submission of out-of-class examination or assignments, or
 4. a regular class meeting.