



David Myton <dmyton@lssu.edu>

15th Week of Classes (aka Finals Week)

2 messages

Provost Email <provost@lssu.edu>

Wed, Aug 16, 2017 at 4:48 PM

To: LSSU Faculty <lssufaculty@lssu.edu>, Brenda Cooper <bcooper@lssu.edu>, Colleen Barr <cbarr@lssu.edu>, Donna White <dwhite@lssu.edu>, Janine Murray <jmurray@lssu.edu>, Kathleen Bazinau <kdrzewiecki@lssu.edu>, Laura Bofinger <lbofinger@lssu.edu>, Lauren Pierce <lpierce1@lssu.edu>, Sheri Garee <sgaree@lssu.edu>, David Finley <dfinley@lssu.edu>, David Myton <dmyton@lssu.edu>, Donna Fiebelkorn <dfiebelkorn1@lssu.edu>, Eric Becks <ebecks@lssu.edu>

Faculty,

As you prepare your syllabi for the upcoming semesters, please incorporate the attached information.

Deans/Academic Assistants,

Please share this message with the adjuncts in your areas.

Our institutional accreditation rests upon our compliance with federal requirements, and those of our accrediting bodies. Federal regulations mandate that all candidate and accredited institutions comply with the definition of the credit hour as set forth in Section 600.2, which defines one credit hour as **one hour of classroom or direct faculty instruction each week for approximately 15 weeks** (the full definition can be found here: http://www.chea.org/Government/FedUpdate/CHEA_FU13.html).

As an institution, we utilize a fifteen (15) week semester, and we expect that classes meet the entire 15 weeks. Our 15th week is generally referred to as a "finals week"; however, the more important issue is that it is a part of the semester and educationally significant learning experiences must occur during that week. This instructional week cannot be eliminated, waived or made optional.

One feature of the 15th week is that class time is allocated in a two-hour block allowing faculty the option of providing a longer Final Exam as the summative assessment to measure student learning outcomes. Other faculty may choose to use the time for any number of educationally significant learning experiences or other summative assessments of student learning.

Our 15th week is a full and regular instructional week implicit in our institutional schedule and credit determinations. The schedule for the 15th week (referred to as the Final Exam Schedule) will be viewable in Anchor Access on Friday, August 18th.

Given the context described above, as you prepare your syllabi for the upcoming semester, please consider the following:

1. Your plans for utilization of the final week of class should be clearly indicated in your syllabus. Any faculty member not conducting a final exam in week 15, should provide their assessment/evaluation plan for review and approval by his/her Dean, who may then confer with me.
2. All students (freshmen - seniors) must be challenged by activities planned during the final week of class. It is not an educationally acceptable practice to excuse a major part of a class from the Finals Week activity simply because of class rank.
3. It is my belief that students should be given ample opportunity to prepare for summative assessments that occur during the 15th week. Therefore, I request that major assignments and tests not be given in week 14.
4. Class times during the 15th week are arranged by the Registrar's Office in an effort to schedule summative assessments (i.e. final exams) in a way that does not penalize students by forcing them to take too many tests on any given day. Unusual individual exam loads for students should be appealed by the individual student to the instructor. There may be valid educational reasons why some faculty need to reschedule class times during the 15th week; that rescheduling must be approved by the Dean, who may confer with me.
5. The final week of class for the fall 2017 semester will begin on Monday, December 11th, and will end on Friday, December 15th. Grades must be submitted by 5:00 p.m., Tuesday, December 19th. The Registrar's Office will provide emails to remind you of this deadline.
6. Throughout the semester, Testing Services is available as a secondary option (after first working with the academic department) to accommodate students who have received permission from their instructors to miss a scheduled testing event. Makeup exams must be delivered to the testing office (email is preferred) by 4:00 pm the previous day including any specific instructions for the proctor. Contact Eric Cairns at x2027 or testing@lssu.edu with questions or to schedule testing.

Our academic standards and integrity are best served if we, individually and collectively, adhere to educationally sound principles when evaluating the work and the learning of our students. Contact your Dean or me if you need clarification.

Best wishes for a productive semester, DRF

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Provost Email <provost@lssu.edu>
To: David Myton <dmyton@lssu.edu>

Thu, Aug 17, 2017 at 1:41 PM

Dave,

This is the other memo I was referring to earlier today. Can you please post this on the web page as well?

Thanks,

Marcia

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