



Eastern Kentucky University
Policy Library

Dead Week Policy

DRAFT

Policy #.#.#

Volume 3, Academic Affairs

Chapter #, Chapter Title

Section #, Policy Name

Approval Authority:

Responsible Executive:

Responsible Office(s):

Effective:

Revised:

Expires:

Next Review Date:

Policy Statement

Eastern Kentucky University prohibits assignments totaling more than 10% of a total course grade from being originally scheduled during Dead Week.

Graduate courses, lab courses, and practicum courses are exempt from this policy. This policy is not intended to prohibit the completion of coursework and instruction, therefore further exemptions are allowed by the policy in these specific situations:

- Presentations or projects that were scheduled to be due before Dead Week in the syllabus can continue during Dead Week if the presentations have not been completed.
- The final portion of an assignment with incremental due dates can come due during Dead Week if no more than 10% of the course grade is determined by the final portion.
- Courses with a specific focus on presentation or performances can get exemptions on the policy by approval of the Department Chair.
- A professor may move any assignment to Dead Week by the unanimous consent of the class.

Purpose

The Dead Week Policy is designed to create a clear and consistent practice for assignments or grades acceptable during dead week for the mutual benefit of the students and faculty.

Entities Affected by this Policy

- Faculty
- Students
- Colleges
- Departments

- Academic Practices Committees

Who Should Read this Policy

- Students
- Faculty
- Deans
- Academic Practices Committees
- Department Chairs

NOTE: The first page of the policy should contain the above information. Do not let this information expand beyond the first page.

Policy Background

Since most students are enrolled in multiple courses each semester, inconsistent assignment practices during Dead Week may cause a student's workload to become excessive. A well defined Dead Week Policy accommodates student's ability to manage their work and maintain a high quality of work. Therefore, the University deems it appropriate to establish the following procedures for workloads appropriate during Dead Week.

Since lab course and practicum courses often have no scheduled time during finals week that will not conflict with another scheduled class, they are permitted to give major assignments in the week that precedes Dead Week. Further exemptions of the policy are detailed to facilitate the needs of instructors when required by the structure or nature of the course, or when they cause no additional strain to the students.

Definitions

Dead Week	The specific week designated as Dead Week by the Academic Calendar beginning on the Sunday at 12:00 AM.
Major assignments	Any assignment that is weighted at 10% or more of the course grade, or any group of assignments that together are weighted at 10% or more of the of the course grade.
University	Eastern Kentucky University
Lab Course	An academic period designated for lab work as opposed to lecture
Practicum	An academic period designated for work in practical applications of course material

Responsibilities

Faculty	<ul style="list-style-type: none">Assuring that no more than 10% of a student's grade will be determined by assignments given or returned during Dead Week.
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Department Chairs	<ul style="list-style-type: none">• Hearing students' complaints about violations of the Dead Week Policy and determining the appropriate action.
Students	<ul style="list-style-type: none">• Reading the Course Syllabus and the Dead Week Policy.

Procedures

Filing a Complaint about an Dead Week Assignments

Students may address complaints about assignments first with the appropriate faculty member.

Appeals

Appeals of the faculty member's decision about the assignment can be made first to the Department Chair. Subsequent appeals will go to the Academic Practices Committee, Dean, and finally to the Provost.

Violations of the Policy

Upon the decision of the Department Chair, Academic Practices Committee, Dean, or Provost, grades for the class can be recalculated without the inclusion of the assignment in question. Students have the right to accept or decline the recalculated grade.

Interpreting Authority

- Provost

Relevant Links

NA

Policy Adoption Review and Approval

This section lists the bodies/individuals that reviewed and/or approved the policy as well as the dates of the review/approval.

Example:

Faculty Senate: Recommended on April 15, 2005
Board of Regents: Approved on May 10, 2005