



MEMORANDUM

DATE: April 16, 2010

TO: Academic Deans
Department Chairs

FROM: John H. Frederick
Provost and Vice President for Academic Affairs

A handwritten signature in black ink, appearing to read "John H. Frederick", is written over the printed name and title.

SUBJECT: End of semester assignments—Reminder

I write to remind you of our policies concerning assignments at the end of semesters and regarding the necessity for classes to meet at their assigned finals examination time.

1. The final week of regular classes should be treated the same as any other week of regular class meetings with respect to an instructor's ability to assign homework, exams, or other class-related work.
2. The university sets aside two days after the final regular class meeting so that students may prepare for final exams. Faculty are expected to honor those days as exam preparation time and limit their teaching-related activities to office hours or other informal study assistance, but should not assign mandatory class meetings, or other assignments during this time.
3. All classes are expected to meet during the assigned final examination time, whether a final exam is to be given or not. This is necessary to ensure that we provide sufficient contact hours in each class to satisfy accreditation standards and expectations.

I appreciate your observance of these practices so that we may maintain high standards for our educational mission while providing sufficient support for our students as they complete each semester.