

**FH 10.6.4 “Dead Week” Name Change to “Prep Week”**

**Rationale:** Iowa State University’s Graduate and Professional Student Senate (GPSS), Student Government (SG), Provost’s Office, and Faculty Senate Executive Board agree that “Dead Week” is a bad name. GPSS adopted a resolution proposing renaming the week to “Prep Week.” (The GPSS resolution is attached at the end for reference).

The name “Dead Week” is coined in the opening paragraph of FH 10.6.4. This FH policy governs descriptions of the policy for the week before final examinations in the University Catalog, Registrar’s Office website, Provost’s Office website, and CELT’s website. Accordingly, in order for the university to change the name “Dead Week” to “Prep Week,” the change must be made in FH.

**Summary of Changes:** This proposal changes all occurrences of “Dead Week” in FH 10.6.4 to “Prep Week” and makes no other changes to FH 10.6.4.

## Current Faculty Handbook Language

### 10.6.4 Dead Week Policy

For each Fall and Spring semester, the last full week of classes before final examinations is designated as Dead Week. The intent of this policy is to establish a one-week period of substantial and predictable study time for undergraduate students. During the Dead Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. The restrictions established by this Dead Week policy are:

- Due dates for mandatory graded submissions of any kind that fall within Dead Week must be listed on the syllabus provided at the start of the course.
- Mandatory final examinations may not be given during the Dead Week period except for laboratory courses or courses that meet weekly and for which there is no contact during the normal final examination week.
- No in-class quizzes or exams may be given on the Thursday and Friday of Dead Week. Quizzes/exams that are administered outside of class such as take-home exams, online exams, or exams given in the testing centers must: 1) open no later than Wednesday at noon of Dead Week, and 2) only cover material presented on or before the Tuesday of Dead Week.

Exceptions to this policy include the following:

- Classes that only meet on Thursdays or Fridays
- Lab components of courses
- Half-semester courses
- Make-up exams due to excused absences
- Regularly used formative assessments intended to enhance student engagement and guide course delivery

All other exceptions require approval by the Office of the Senior Vice President and Provost.

- Registered ISU Student Organizations may not hold any meetings, functions, or sponsored events during the Dead Week period. Any exception to these restrictions must be authorized in advance by the Office of the Senior Vice President for Student Affairs.

Section 10.6.4 was approved by the Faculty Senate on 4/9/2002.

Amended and approved by the Faculty Senate on 5/7/13, the Senior Vice President and Provost on 5/20/13 and the ISU President on 5/28/13.

Amended and approved by the Faculty Senate on 2/14/17, the Senior Vice President and Provost on 2/16/17 and the ISU President on 2/20/17.

## **Proposed Changes with Mark Up**

### **10.6.4 Dead-Prep Week Policy**

For each Fall and Spring semester, the last full week of classes before final examinations is designated as Dead-Prep Week. The intent of this policy is to establish a one-week period of substantial and predictable study time for undergraduate students. During the Dead-Prep Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. The restrictions established by this Dead-Prep Week policy are:

- Due dates for mandatory graded submissions of any kind that fall within Dead-Prep Week must be listed on the syllabus provided at the start of the course.
- Mandatory final examinations may not be given during the Dead-Prep Week period except for laboratory courses or courses that meet weekly and for which there is no contact during the normal final examination week.
- No in-class quizzes or exams may be given on the Thursday and Friday of Dead-Prep Week. Quizzes/exams that are administered outside of class such as take-home exams, online exams, or exams given in the testing centers must: 1) open no later than Wednesday at noon of Dead-Prep Week, and 2) only cover material presented on or before the Tuesday of Dead-Prep Week.

Exceptions to this policy include the following:

- Classes that only meet on Thursdays or Fridays
- Lab components of courses
- Half-semester courses
- Make-up exams due to excused absences
- Regularly used formative assessments intended to enhance student engagement and guide course delivery

All other exceptions require approval by the Office of the Senior Vice President and Provost.

- Registered ISU Student Organizations may not hold any meetings, functions, or sponsored events during the Dead-Prep Week period. Any exception to these restrictions must be authorized in advance by the Office of the Senior Vice President for Student Affairs.

## **Clean Copy**

### **10.6.4 Prep Week Policy**

For each Fall and Spring semester, the last full week of classes before final examinations is designated as Prep Week. The intent of this policy is to establish a one-week period of substantial and predictable study time for undergraduate students. During the Prep Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. The restrictions established by this Prep Week policy are:

- Due dates for mandatory graded submissions of any kind that fall within Prep Week must be listed on the syllabus provided at the start of the course.
- Mandatory final examinations may not be given during the Prep Week period except for laboratory courses or courses that meet weekly and for which there is no contact during the normal final examination week.
- No in-class quizzes or exams may be given on the Thursday and Friday of Prep Week. Quizzes/exams that are administered outside of class such as take-home exams, online exams, or exams given in the testing centers must: 1) open no later than Wednesday at noon of Prep Week, and 2) only cover material presented on or before the Tuesday of Prep Week.

Exceptions to this policy include the following:

- Classes that only meet on Thursdays or Fridays
- Lab components of courses
- Half-semester courses
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All other exceptions require approval by the Office of the Senior Vice President and Provost.

- Registered ISU Student Organizations may not hold any meetings, functions, or sponsored events during the Prep Week period. Any exception to these restrictions must be authorized in advance by the Office of the Senior Vice President for Student Affairs.



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### **SENATE RESOLUTION S20-01 SENATE MEETING January 27<sup>th</sup>, 2020**

**Title:** Joint Resolution in Support of Renaming Dead Week

**WHEREAS:** For each Fall and Spring semester, the last full week of classes before final examinations is designated as “Dead Week”, and

**WHEREAS:** “Dead Week” has historically been considered by institutions across the country as a week marked with minimal examinations, final projects, and in some cases no class, and

**WHEREAS:** Much of student usage of the term “Dead Week” is also from the overall stress, sleep deprivation, anxiety, and feeling of ‘death’, which is not the goal or focus of the week, and

**WHEREAS:** Student academic curricula is the principal reason for being in college, and students have a responsibility to study in a timely fashion throughout the entire semester, including the week prior to finals, and

**WHEREAS** “Prep Week” is a more appropriate term for the week preceding finals, as well as it is representative of the goals Iowa State University has for its students during that time, and

**WHEREAS:** Senior Vice President and Provost Jonathan Wickert and Faculty Senate President Jonathan Sturm are in support of this change; in addition, multiple hall directors in the Department of Resident have already asked Community Advisors to use an alternate name, be it therefore

**RESOLVED:** That this resolution be forwarded immediately to the current Graduate and Professional Student Senate to vote on as a joint resolution as they plan to do so on January 27, 2020, and be it further



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

RESOLVED: That this resolution be forwarded immediately to the current Graduate and Professional Student Senate to vote on as a joint resolution as they plan to do so on January 27, 2020, and be it further

RESOLVED: That copies of this resolution be sent to President Wendy Wintersteen, Senior Vice President, Provost Jonathan Wickert, and the Department of Residence.

### Sponsors:

Carrie Ann Johnson, Senator-at-large (English)

Introduced by Kate Alucard on behalf of Senator Johnson (English)

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James Klimavicz, Vice President

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Eleanor Field, President