

SGA PROPOSED DEAD WEEK POLICY

The last week of classes during the fall and spring semesters has been designated Dead Week by the Student Body of Pittsburg State University through the Student Government Association. The intent is to provide students with designated time for review and preparation for final examinations. All student organizations are strongly discouraged from holding meetings or events for purposes other than studying during this week. For academic programs, the last week of classes is considered to be a normal week in the semester except that, while developing their course outline (as identified in Article 4, section A of the Code of Student Rights and Responsibilities), faculty shall consider the following guidelines:

- A. Mandatory final examinations in any course may not be given during Dead Week except for laboratory courses and for those classes meeting once a week only, for which there is no contact during the normal final exam week. Take-home final exams are acceptable, as are quizzes whose point values are worth less than 5% of the total course grade.
- B. Major course assignments, defined as those worth 10%+ of the course grade or enough points that its omission would cause a full letter grade drop in a student's grade, must be assigned in writing by the end of the eighth week of the semester (major assignments include major research papers, projects, term papers, lab reports, etc.). This refers to the project and its scope, but not the topic. Any modifications to assignments should be made such that students are allowed adequate time to complete the assignments giving consideration to the fact that most students are enrolled in several classes each semester.
- C. Major course assignments, as defined above, should be made due no later than the Friday prior to Dead Week. Exceptions include class presentations by students, semester-long projects such as a design project assignment in lieu of a final, and extensions of the deadline requested by individual students and granted by the professor on an individual basis.

Instructors are reminded that most students are enrolled in several courses each semester, and widespread violation of these guidelines can place unreasonable stresses on students and cause them to perform well below their normal ability level on final examinations.

Students are reminded that they have a responsibility to study in a judicious fashion throughout the entire semester in preparation for final examinations.

Dead Week Violations

If an instructor is believed to be in violation of the above policy, the following procedure is to be followed.

1. Any student(s) who feel(s) that a dead week violation meeting the criteria above has transpired may contact the Academic Affairs Director of the Student Government Association. The student(s) may be asked to submit their name(s),

- student(s) id number, course title, course section, course professor, a course outline/syllabus, an explanation of the violation, and any other information pertinent to the alleged violation. Once all information has been gathered the Academic Affairs Director will disclose the information as confidential.
2. Once all the appropriate information has been gathered in a timely manner, the Academic Affairs Director will contact the chair of the Student-Faculty Committee to notify them of the violation. The purpose of this discussion is to make sure that there is a violation at hand. Only after both parties agree that there is a violation can the Academic Affairs Director proceed to the next step. If the Academic Affairs director has a conflict of personal interest he/she can assign a delegate to continue the process.
 3. After notifying the chair of the committee, the Academic Affairs Director or delegate will then contact the faculty member who is believed to be in violation. The Academic Affairs Director or delegate will notify the faculty member of the alleged violation, while maintaining student confidentiality, and will gather further information from the professor. Information gathered could include a course syllabus, course grading procedures, and information about the violation, which shall include an overview of the assignment, points possible, etc. . .
 4. After consulting with the faculty member, the Academic Affairs director or delegate shall contact the student-faculty chairperson and confer on the violation. Once again they will have to step back and determine whether a violation is at hand. If a violation exists, the assignment will be thrown out or counted for extra credit at the discretion of the Academic Affairs Director or delegate upon conferring with the involved instructor. Both sides may come up with an alternate solution, but both the involved instructor and student(s) must agree on it. In such an instance, the Academic Affairs Director or delegate will act as intermediary for the students.
 5. Once the violation is resolved, the Academic Affairs director or delegate will complete a report on the violation, which details the violation and its resolution for future reference. The identity of the students will continue to remain confidential even after this process is completed.
 6. If a student(s) feels they have received an unjustifiable grade as a result of the process, the student will have to follow the grade appeal process as outlined in the student code of rights and responsibilities.