

**To:** The University Senate  
**From:** Purdue Student Government  
**Subject:** Academic Regulations Update for Reading Week Policies  
**Disposition:** University Senate for Discussion and Adoption  
**Rationale:** The week prior to finals week is often referred to as “dead week” or “reading week” by students, faculty, and staff. Many clubs and campus activities cease during this week to provide students an opportunity to prepare for final examinations, thus inspiring the name. Additionally, as stated in Purdue’s Academic Regulations, courses are prohibited from administering examinations or quizzes during this week. The policies surrounding “reading week” and finals week are often unclear to both faculty and students. Additionally, the no-exam policy does not provide flexibility for courses that operate outside of the mid-term/final structure. The goal of this proposal is to provide both clarifications and additional flexibility during the end of the term for students and faculty.

**Proposal:** The Purdue Student Government and the Educational Policy Committee urge the Purdue University to replace Academic Regulations and Procedures, Academic Year and Calendar, Part B. Final Examinations, Points 8 and 9, with the policy stated below:

**Academic Year and Calendar, Part B. Final Examinations, Points 8 and 9:\***

8. The final examination period is intended for the end-of-semester examination. No examination or quiz may be given during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory, intensive, or minicourses excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school faculty use the week (three days in summer session) preceding the final examination period to administer an examination.

8. Let formative and summative assessments and assignments be defined below:

- a. Formative assessments or assignments are designed to monitor student learning objectives in order to provide direct feedback to students throughout the duration of an academic course. Types of formative assessments or assignments include, but are not limited to, the following: homework, short quizzes, lab quizzes, reflection papers, presentations, etc. that are a part of a student’s final grade.
- b. Summative assessments or assignments are designed to demonstrate learning over a longer period of time and measure

comprehension after the completion of multiple learning objectives. Types of summative assessments or assignments include, but are not limited to, the following: midterm or final exams, final projects, lab practical exams, term papers, etc. that are a part of a student's final grade.

- c. Simply put, a formative assessment or assignment requires students to demonstrate and apply their knowledge of learning objectives presented over a shorter period of time (e.g., 1-2 weeks), while a summative assessment or assignment requires students to demonstrate and apply their knowledge of learning objectives presented over a longer period of time (e.g., several weeks or months).
- d. Should a conflict arise, it is the responsibility of the department head or, where appropriate, the school head, to make the distinction between formative and summative assessments or assignments. Additionally, instructors should not assign more than the standard time allotted for lectures during the final week of the course unless the additional lectures do not present new information and are solely for the purpose of review.

- 9. Comprehensive final examinations (examinations for laboratory, intensive or minicourses excluded) are prohibited except during the regular final examination periods of the last week of the semester.

\*<http://catalog.purdue.edu/content.php?catoid=10&navoid=12717#final-examinations>

- 9. The final examination period is intended for an end-of-term examination. Comprehensive final examinations are prohibited except during the regular final examination period. Instructors have the option to give a final examination subject to the following regulations: In-person and hybrid/hy-flex courses may give either an in-person or online final examination. Distance courses may only give online final examinations.

During the final examination period, neither formative nor summative assessments and assignments should be due.

- a. If a course instructor opts to give a final exam during the final examination period of the academic semester, then summative assessments and assignments may not be due during the week (or three days for summer terms) preceding the final examination period.
- b. If a course instructor opts not to give a final exam during the final exam period of the academic semester, then both summative and formative assessments may be due during the week (or three days for the summer term) preceding the final examination period. Course instructors are encouraged to assign these assessments and assignments with ample time for completion.
- c. It will be the responsibility of the department head or, where appropriate, the school head to ensure that this policy is enforced among departmental or school faculty under their purview.
- d. Distance Learning Classes: Distance learning and asynchronous classes are subject to the same regulations as in-person instruction. Formative and summative assessments, whether assigned and due online, asynchronously, or in person are still subject to the regulations of points 8 and 9.