

# MARQUETTE UNIVERSITY

## Office of the Provost

**TO:** Marquette Faculty

**FROM:** Dr. Madeline Wake, Provost

**DATE:** July 12, 2006

**SUBJECT:** **Class Schedule Issues**

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Marquette University Student Government and a few individuals have come to me with schedule concerns. They reported that some faculty have been changing course meeting times, course starting and ending dates, and/or conducting final exams during regular class sessions rather than during the final examination period.

When course dates are changed during the first class session or finals are held before the examination period, an added burden is placed upon our students. Many of them have scheduled their degree completion and workload or family life around the published dates of particular courses and exams. In response to our students, I remind you of several long-standing (1978) Marquette University policies regarding the academic course schedule and individual class meetings. Please incorporate the policies as you prepare course syllabi.

1. **Courses are to begin, meet, and end on the dates and times established by the Academic Calendar and the Schedule of Classes.** These two official documents become an agreement between Marquette University and the student. Individual faculty members are not to make or ask students to agree with changes in the course beginning dates, course meeting schedule, and final exams. When courses are scheduled in timeframes that are not as published, many problems occur for the students including that the published dates and the course sessions are linked to student registration, tuition refunds, withdrawal deadlines, and qualifications for financial aid. Perhaps less visible is the disruption to classrooms booked for the course and final examinations.
2. **Final examinations are to be given during the final exam period following the published examination schedule.** Giving final exams “early” during a regular instructional week puts undue pressure on students to neglect their other subjects to prepare for the exam. Giving a final exam early also essentially decreases the number of course meetings and could result in fewer instructional hours than required by standards.
3. **No major examinations are to be given during the last week of classes.**

I ask that you use the published ‘Academic Calendars’ for your class and final examination dates and do not deviate from them. The URL for the dates is this:

<http://www.marquette.edu/provost/AcademicCalendar2006-2007.shtml>).

Thank you all for the wonderful work you do with our students. I know that each of you has the good of the students and their learning at heart as you prepare for the Fall Semester.