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**Prep Days Policy for Compressed Courses**

**1. Purpose for submitting:** *Submitting for approval*

**2. Type of proposal:** *Campuswide policies (including Senate Rules)*

**3. Specific action being requested:** *Change*

**4. Proposer:** *Richard Charnigo*

**5. Affiliation of proposer:**

**6. Proposal submitted on behalf of another unit or organization**

**6.a. If "Yes," name of the submitting unit/organization:**

**7. Rationale for proposal:**

*"The SREC recommends that the Senate Council assess the current situation about the pedagogical inconsistency that when a summer session course ends prior to the last week of the summer session it is not required to have three prep days, whereas the same Senate-numbered course held instead into the last week of the summer session it is subject to the three prep days requirement."*

**8. Does the proposal include a change to the Senate Rules?**

*Yes*

**8.a. If "Yes," what section of the Senate Rules?** *Section 5 - Attending the University, Section 9 - Glossary*

**8.b. If "Yes," what is the requested effective date?** *Other*

**9. If asking for feedback, how will the feedback be used?**

**Senate Rules and Elections Committee**  
**Drawing A Calendar Matter to the Senate Council's Attention**

**Assessing the Pedagogy of the Current Inconsistency in the Senate Rules**  
**re: Prep Days and the 12 Week Summer Session**

**Background:**

**Prep Days Policy for Compressed Courses With the 12 Week Summer Session**

The Senate Rules and Elections Committee reviewed the following issue: that a four week or eight week summer course (or other uniquely compressed summer session course) that ends prior to the last week of the summer session is not required to have three prep days, whereas the same Senate-numbered course held instead into the last week of the summer session is subject to the three prep days requirement.

After discussion, the SREC determined to draw the matter to the attention of the SC Office with a recommendation that the SC Office task the matter to the calendar committee or other appropriate committee.

**SREC Recommendation:**

The SREC recommends that the Senate Council assess the current situation about the pedagogical inconsistency that when a summer session course ends prior to the last week of the summer session it is not required to have three prep days, whereas the same Senate-numbered course held instead into the last week of the summer session it is subject to the three prep days requirement.

The SREC also request that when the matter is addressed by that committee, an invitation will be extended to the Chair of the SREC for an SREC member to attend that committee meeting.

## ADDENDUM

A motion approved by the Senate Calendar Committee, 7-0-0, recommends the following to Senate Council:

"For any course of lesser duration than a full-length Fall semester or Spring semester course (thus, in particular, for every course in Winter intersession or Summer session), the last day of class before the final examination shall be a prep day."

If Senate Council and the University Senate agree, then corresponding modifications to Senate Rules are indicated (suggested additions highlighted in yellow, deletions in strikethrough).

5.2.5.6 Prep Days and Reading Days [US: 4/10/06; 4/13/2009; 2/8/2021; X/X/2024; SC: 4/18/2022; SREC: 11/10/2022]

Prep Days and Reading Days are designed to help students prepare for their final examinations. Certain instructional activities are restricted on Prep Days, and additional restrictions apply to Reading Days. There shall be no required interactions (SR 9.1) on Reading Days. [US: 2/8/2021]

~~This rule (SR 5.2.5.6) applies to ALL courses taught in both semesters, the Summer Session, and the Winter Intersession, regardless of modality or compression. In addition, if a course is taught in a format that has been compressed into less than one semester, intersession, or session, and the course overlaps with Prep Days or Reading Days as set in the regular University calendar, then the course must abide by the restrictions on instructional activities that apply to those Prep and Reading Days with which it overlaps. This rule (SR 5.2.5.6) does not apply to courses in professional programs in colleges that have University Senate approval to follow a nonstandard calendar, as authorized in SR 2.1.4. [SREC: 3/15/2012; 8/9/2019; SC: 4/18/2022]~~

### 5.2.5.6.1 Timing of Prep Days and Reading Days

For courses spanning the normal durations of Fall Semester and Spring Semester, Prep Days are the last three days of instruction (Monday, Tuesday, and Wednesday) and before the start of the Final Examination Period (see SR 5.2.5.7.1). The third Prep Day (Wednesday) is when classes end (see SR 2.1.2.1). For such courses, Reading Days are the two days (Thursday and Friday) after the Prep Days before the start of the Final Examination Period (see SR 5.2.5.7.1).

For "compressed" courses spanning less than the normal durations of Fall Semester and Spring Semester, and for all courses in Summer Session and Winter Intersession, the last day of class before the course's final examination shall be a Prep Day. For such courses, there shall be no Reading Days.

~~For Summer Session and Winter Intersession, Prep Days are the last three days of instruction before the final exam day as established in the academic calendar annually approved by the Senate Council and posted by the University Registrar.~~

~~For Fall Semester and Spring Semester, Reading Days are the two days (Thursday and Friday) after the Prep Days before the start of the Final Examination Period (see SR 5.2.5.7.1).~~

~~There are no Reading Days during Summer Session or Winter Intersession.~~

#### 9.23. PREP WEEK **DAYS AND READING DAYS**

**These are** ~~Prep Week is defined as the last week of instruction of a semester and the last three days of instruction of a Summer Session or Winter Intersession. Prep Week is designed to help students prepare for their final exams, so certain instructional activities are restricted. Details appear in SR 5.2.5.6. (Additional restrictions apply to Reading Days). (see SR 5.2.5.6)~~