

A Quick Guide for Fall 2022 Prep Week

Based on UK Senate Rules 5.2.5.6 & 9.1

Per Senate Rules 5.2.5.6, the last week of instruction of a regular semester is termed "Prep Week." This phrase also refers to the last three days of instruction of the summer session and winter intersession. The Prep Week rule applies to ALL courses taught in the fall semester, spring semester, and summer session, including those taught by distance learning or in a format that has been compressed into less than one semester or session. This rule does not apply to courses in professional programs in colleges that have University Senate approval to have their own calendar.

Prep Week Begins

M 12/5

the following are permitted on Dec. 5, 6 & 7

- graded attendance and participation in scheduled class meetings;
- regularly assigned, graded homework established by the syllabus;
- deadlines for projects, lab practicals, papers, presentations, and oral or listening exams *only if* established by the syllabus and no final exam nor other final assessment is scheduled;
- make-up exams or quizzes for individual students.

Tu 12/6

W 12/7

the following are **not** permitted on Dec. 5, 6 & 7

- scheduled (i.e., not make-up) written exams and quizzes;
- deadlines for take-home written final exams (these may not be set prior to the course's scheduled final exam time).

Reading Days

Th 12/8

only the following are permitted on Dec. 8 & 9

- make-up exams or quizzes for individual students;
- other individual arrangements for make-up work;
- *optional* review sessions that do not introduce new content.

F 12/9

the following are **not** permitted on Dec. 8 & 9

- required attendance or participation in class meetings;
- deadlines for homework, projects, lab practicals, papers, presentations, oral or listening exams, take-home final exams, and any other scheduled quizzes or exams;
- other required interactions with the instructor, peers, or other aspects of the course (e.g., activity in Canvas).