

Heard, Julia

From: Office of the MSU Provost <provost@montana.edu>
Sent: Monday, November 29, 2021 8:00 AM
Subject: Thank you and reminders about Final Week



MONTANA
STATE UNIVERSITY

Office of the Provost

Dear Colleagues,

I hope that our first-ever Fall Break gave you a chance to spend time with loved ones and take a well-deserved break. Thanksgiving this year was especially meaningful to me in that it provided a nice opportunity to reflect on the most important aspects in life for which I am grateful. Next to family, high on my list is you, our faculty, who continually inspire me with your dedication to our students and the mission of public higher education. Thank you for your committed service and hard work.

As we head into these last three weeks of the semester, please be reminded that [Final Week](#) has a modified block schedule. In accordance with long-standing MSU [policy](#), accreditation and federal financial aid requirements, the Final Week period is considered instructional time. Consequently, instructional use should be made of this period, whether for examinations, presentations, final critiques or other value-adding educational purpose. **Instructors are expected to meet their classes during Final Week according to the published schedule.**

How to best use that time is the instructor's prerogative; however, cancelling or not meeting class would violate University policy. In addition, final examinations should not be administered prior to Final Week. The exception is that final examinations in one-credit courses, if given, are administered during regular class periods and one-credit courses are not scheduled to meet during Final Week.

The Final Week schedule provides longer periods that are better suited for summative assessment; spreads out final meeting periods over the week to minimize stacking of classes and exams for students; and accommodates common final periods for high-enrollment, multi-section courses. In comparison to previous years, the Final Week schedule this year coincides more closely with the regular class schedule to be less disruptive to students who work, commute from out of town or rely on childcare arrangements.

Thank you for supporting our students and adhering to the new four-day block schedule for Final Week.

I look forward to seeing you at Fall Commencement on Dec. 17 as we gather to celebrate a remarkable journey by our graduating class!

Sincerely,

A handwritten signature in blue ink that reads "Bob".

Dr. Robert L. Mokwa | Executive Vice President and Provost
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