

Senate Document SD 25-32  
Approved, 3/16/2026

MEMORANDUM

TO: Jeff Nowak, Presiding Officer  
FROM: Stephen Buttes, Chair  
Educational Policy Committee

DATE: 02/11/2026

SUBJ: Revised Academic Regulations – Section 5.0

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WHEREAS, the Senate committed SD 25-21 (Ad-Hoc Academic Regulations Task Force Final Report) to the Educational Policy Committee (EPC); and,

WHEREAS, EPC reviewed the current Academic Regulations (Academic Year 2025-2026), the Ad-Hoc Task Force’s Final Report, and Senate Documents containing revised Academic Regulations from Academic Years 2022-2023, 2023-2024, 2024-2025, and 2025-2026; and,

WHEREAS, the EPC review sought to align current Academic Regulations, Senate Documents (Fall 2022 – Fall 2025), and the Ad-Hoc Task Force recommendations; and,

WHEREAS, EPC concluded that the clearest way to present the Ad-Hoc Task Force proposals without modifying already-approved Senate changes embedded in the current Academic Regulations was to map specific Ad-Hoc Task Force proposals onto the current regulations; and,

WHEREAS, EPC further concluded that the Senate review and approval process of these revisions could proceed most expeditiously by preparing a separate resolution for each section of the Academic Regulations;

BE IT RESOLVED, that the Senate approve the specific revisions to section 5.0 of the Academic Regulations listed below.

<a href="#">PFW Academic Regulations - AY 2025-2026 - PFW Catalog</a>	
Current Language (PFW Catalog AY 2025-2026)	Proposed Language (PFW Catalog AY 2026-2027)
Final Examinations and Instructors' Grade Reports	no proposed change
5.0: Final Examinations and Instructors' Grade Reports	<b>5.0 Scheduling Final Examinations. The Registrar's Office is responsible for maintaining the final exam schedule. Revisions or modifications were made in consultation with academic departments. Such scheduling will be subject to limitations on available facilities and will be based on the concept of minimizing the number of students scheduled for more than one examination at the same time.</b>
5.1: Penultimate week. No instructor may schedule an examination--comprehensive or non-comprehensive, except for laboratory practicums--during the week preceding the last week of a fall or spring semester.	no proposed change
5.2: Final week. With the exception of those courses classified as individual instruction, clinic, studio, practice teaching, research, or distance courses and those offered for zero credits, each class is expected to meet for a two-hour session during the last week of each fall or spring semester. The two-hour session may be used for:	no proposed change
<ul style="list-style-type: none"> <li>• a final examination</li> <li>• last, non-comprehensive examination</li> <li>• submission of out-of-class examination or assignments, or</li> <li>• a regular class meeting.</li> </ul>	no proposed change

<p>5.3: Conflicts. A student who is scheduled to take on one day more than two final examinations, or who has a final-examination conflict, or who is scheduled to take a state, national, or professional licensing examination may contact the instructors involved, prior to the last week of regularly scheduled classes, to obtain appropriate rescheduling. If the student and the instructors cannot agree upon a rescheduling, the Vice Chancellor for Academic Affairs or a designee shall investigate and issue a binding schedule. Instructors shall not penalize a student who chooses to reschedule an examination under these options.</p>	<p><b>5.3: Numerous or Conflicting Final Exams. No student shall be required to take more than two final examinations on one day. It is the responsibility of the student who is scheduled to take on one day more than two final examinations, or who has a final-examination conflict, or who is scheduled to take a state, national, or professional licensing examination to contact the instructors involved, prior to the last week of regularly scheduled classes, to obtain appropriate rescheduling. If the student and instructor cannot agree on rescheduling, the department chair or designee shall investigate and issue a binding schedule.</b></p>
<p>5.4: Absences. Any student who must miss a final examination because of an emergency must contact the instructor as soon as possible. A student who misses a final examination may receive a grade of F for the course.</p>	<p>no proposed change</p>
<p>5.5: Grade reports. Course grades are to be submitted to the Registrar's Office as completed, but not later than 12:00 p.m. on the Monday following the last scheduled examination.</p>	<p>no proposed change</p>