



Millersville University

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## **MEMORANDUM**

**TO:** All Faculty

**FROM:** Vilas A. Prabhu, Ph.D., M.B.A.  
Provost and Vice President  
for Academic Affairs

**DATE:** August 26, 2020

**RE:** **PLANNING AHEAD – Finals Week and Final Grades**

Please be reminded that faculty are required by contract to meet their classes and hold five office hours during finals week. Finals week is considered one of the fifteen weeks of instruction in each academic semester.

Faculty are also reminded not to deviate from the published examination schedule. Synchronous classes will have their final exam period at the day/time as posted by the registrar.

While asynchronous classes typically do not have scheduled times for final exams, this is not a typical semester. As a result, faculty are asked to contact their department chair and dean if a scheduled final exam is needed for an asynchronous class. If scheduled final exam conflicts arise for students, we ask that you follow the standard practice of resolving them (e.g., informally with the students and their other instructors).

Please also be aware that when reporting grades at the end of the semester, faculty must report an estimated date of last attendance for all students receiving failing grades (either earned or based on non-attendance) after the add/drop period. The date of last attendance is an active field in the gradebook, and instructions will be distributed prior to finals week.

Thank you.