Term Regulations and Examination Policies for Spring 2017

These term regulations and examination policies derive from Rules and Regulations of the Faculty, which apply to academic exercises during the fall and spring terms. Questions of interpretation and requests for exceptions to regulations should be referred to Professor Krishna Rajagopal, the Chair of the Faculty. Exceptions to regulations should be granted for no more than five years.

All Subjects

Class Times
Exercises shall, in general, be held between 9pm and 5pm, Monday through Friday. Exercises begin five minutes after and end five minutes before the scheduled hour or half-hour; this gives students time to get to their next class and allows the faculty member coming into the classroom adequate time to set up.

Teaching assistants who conduct recitations or tutorial sessions should be made aware of this rule.

Beginning of Term
Early in the term, the faculty member should inform students of expectations regarding permissible academic conduct. Particular attention should be given to such questions as the extent of collaboration permitted or encouraged, and the use of prior years’ materials in completing problem sets, lab reports, and other assignments.

Scheduling Final Examinations
Final examinations are held during the five-day final examination period at the end of each term, and are scheduled through the Schedules Office. A final examination must be scheduled to last at least one hour and not more than three hours. Final examinations may not be cancelled once they are announced, and, after the final examination schedule is published, the time of the final examination may not be changed. Instructors may not administer a take-home examination as a final examination, except as permitted with respect to ex camera examinations.

Students are responsible for attending the final examinations required in the subjects for which they are registered. The schedule of final examinations is published on the Web by the end of the third week of the term. The Schedules Office contacts students who have conflicts between scheduled final examinations to notify them of the conflict examination schedule, which is announced the day after Drop Date. The Schedules Office also provides instructors with the conflict examination schedule immediately after Drop Date.

After the Last Scheduled Class
No required classes, examinations, oral presentations, exercises or assignments of any kind may be scheduled after the last regularly scheduled class in a subject, except for final examinations scheduled through the Schedules Office. (The architecture design reviews
that occur during finals week are considered to be equivalent to final examinations and are scheduled by the Department of Architecture.)

Formal reviews must be held during regular class periods. However, instructors may schedule optional reviews or sessions at which the instructing staff is available to answer questions for students who choose to attend after the last day of classes. No new material may be introduced during optional events.

An instructor may give an extension to an individual student for an assignment, but blanket extensions should not be given to the entire class.

**Excused Absences from Final Examinations**

A student may be excused from a scheduled final examination for reasons of illness or significant personal problems. To seek an excused absence in these situations, an undergraduate student should contact a dean in Student Support Services and a graduate student should contact the Dean for Graduate Education. Faculty members with questions about this process should contact the appropriate office. (See definition of "O" and "OX" grades in Section 2.62.3 of Rules and Regulations of the Faculty.)

In addition, the faculty member in charge of a subject may excuse a student from a final examination for reasons such as a conflict with another examination or a religious holiday. In these cases, a mutually satisfactory agreement must be reached between the student and the faculty member, the agreement must be ratified in advance of the examination by the head of the department in which the subject is offered, and the faculty member must be prepared to submit a grade based on other evidence.

Faculty members are not required to provide make-up examinations to accommodate an individual student's personal plans at the end of the term.

**Undergraduate Subjects**

**Class Times**

For undergraduate subjects, during the instructional period of the fall and spring terms, there cannot be any required academic exercises between 5pm and 7pm Monday through Thursday, and between 5pm Friday and 8am Monday.

Monday evening class times are reserved for regularly scheduled classes; therefore, tests and required reviews are prohibited on Monday evening. When an optional review session is scheduled for a Monday evening (including a session that introduces new material or discusses upcoming test content), students must have an alternative way of obtaining comparable help within the normal, instructional periods, e.g., faculty office hours.

**Beginning of Term**

By the end of the first week of classes, the faculty member must provide:

- a clear and complete description of the required work, including the number and
kinds of assignments;
• the approximate schedule of tests and due dates for major projects;
• whether or not there will be a final examination; and
• the grading criteria and procedures to be used.

By the end of the third week, the faculty member must provide the precise schedule of tests and major assignments.

Tests and Academic Exercises Outside Scheduled Class Times
Tests, required reviews, or other academic exercises outside scheduled class times should not be held on Monday evenings. This regulation is intended to reduce conflicts with evening classes and first-year advising seminars and also to invigorate student activities and programs in the living groups. In addition, tests held outside scheduled class times shall:
• not exceed two hours in length;
• be scheduled through the Schedules Office; and
• begin no earlier than 7:30pm when held in the evening;

A student who is unable to take the test owing to a conflict with a scheduled academic exercise or extracurricular activity must be allowed to do so at another time.

When a test is held outside scheduled class time, either:
• a regularly scheduled class session (lecture or recitation) must be cancelled during the same calendar week; OR
• no assignment shall fall due during the same calendar week.

Final Examinations
In some undergraduate subjects, final examinations may be ex camera (out-of-room) examinations. Ex camera examinations are a different mode of testing that gives students access to computers and libraries and evaluates their abilities to select resources and answer questions of an integrative nature. Ex camera examinations are not intended as a way to increase the amount the material covered. A faculty member must obtain the permission of the Chair of the Faculty to hold an ex camera final examination, and permission will be granted for no more than five years. The ex camera examination must:
• be scheduled through the Schedules Office;
• be offered over the course of a single afternoon — starting at 1:30pm and ending no later than at 7:30pm; and
• permit students unrestricted use of resources.

End-of-Term Tests and Assignments
For each subject in which there is no testing during the final examination period, at most one assignment may fall due between May 12 and the end of the last scheduled class period in the subject. This single assignment may include both an oral presentation and a written report if the two derive from the same project. However, students must not be required to
attend additional lecture or recitation hours beyond the assigned units to accommodate oral presentations.

Optional assignments between May 12 and the last scheduled class period in the subject should be for self-study and may not be used toward part of the grade in a subject, even for extra points or as substitutes for earlier assignments.

**Graduate Subjects**

**Beginning of Term**
By the end of the third week, the faculty member must provide:
- a clear and complete description of the required work, including the number and kinds of assignments;
- the schedule for tests and due dates for major projects;
- whether or not there will be a final examination; and
- the grading criteria and procedures to be used.

**End-of-Term Tests and Assignments**
For each subject with a final examination, no test should be given and no assignment should fall due after Friday, May 12.

For each subject without a final examination, at most, either one in-class test may be given, or one assignment, term paper, or oral presentation may fall due, between Friday, May 12 and the end of the last regularly scheduled class in the subject. An in-class test given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter).