

## ***End-of-Term Policy***

**Graduate studio final reviews will be scheduled for the final week of classes.** Undergraduate studio final reviews will be scheduled during final exam week. The Institute will schedule and publish the undergraduate studio final reviews. The Department will organize the graduate review schedule.

### **MIT Institute end-of-term policy as they apply to Course 4**

- A1. No required classes, exercises, papers, assignments or examinations (unless it is a scheduled final exam) of any kind may be scheduled or fall due after the last regularly scheduled class in a subject.
- A2. Subjects with a scheduled final exam may not have tests or assignments fall due after the penultimate week.
- A3. Graduate subjects with NO scheduled final exam may have one quiz, assignment, term paper, or oral presentation fall due between the penultimate week and the last day of class.
- A4. Undergraduate subjects with NO scheduled final exam may have one assignment due between the penultimate week and the last day of class. This assignment may include both an oral presentation and a written report if the two derive from the same project. No tests are allowed after the penultimate week.
- A5. An extension may be given to an individual student if requested, but blanket extensions may not be given to the entire class.

### **Department policy in addition to Institute policy**

#### **Required MArch & restricted elective subjects**

- B1. **Required MArch academic subjects will accommodate the architecture design studio final review schedule in their assignment due dates. There will be no quizzes, presentations, papers or assignments due after the Monday of the penultimate week to allow core MArch students ample time to prepare for reviews.**
- B2. **Required MArch academic subjects may schedule a final exam/presentation during final exam week.**

#### **Unrestricted elective subjects with MArch students enrolled**

- C1. Instructors are encouraged to work directly with the student to adapt work schedules and adjust credit load (from 12 to 9 units) in recognition of any end-of-term studio requirements.
- C2. **Workshops with MArch students enrolled will hold final reviews during regular meeting times no later than the Monday of the penultimate week of the term or will schedule a final exam/presentation with the Institute during final exam week.**

#### **Other Department scheduled academic events**

- D1. **In the fall, MArch thesis reviews are held the Thursday of final exam week. SMArchS Thesis proposal reviews will be held during "reading period."**
- D2. **In the spring, MArch, BSA, and SMArchS thesis reviews are held during "reading period."**
- D3. **Grades and awards faculty meetings will be held the Friday of final exam week.**