TO: Members of the Faculty

FROM: Mary Callahan
Registrar and Senior Associate Dean for Undergraduate Education

RE: Final Exams for Spring 2016

DATE: November 16, 2015

Final exams are an important part of MIT’s curriculum. In letting us know of your plans to offer a final, please bear in mind that our chief goals in building the final exam schedule are (1) to minimize direct conflicts for students (more than one exam in a period) and (2) to reduce the need for students to take more than one exam in a day (exams in both periods, same day). These objectives follow from our guiding principles, which seek to reduce stress on students while also yielding an equitable schedule for faculty and instructional staff. Our collective success depends on an effective use of the five-day exam period that is mandated in Section 2.11 of Rules and Regulations of the Faculty.

Please complete the Final Exam Request Form on the Registrar’s website by Friday, January 15, 2016. (Your scheduling coordinator will provide you with the correct URL for your department.) I recognize that in some situations, it may be necessary to contact the Schedules Office after January 15 about a subject that will have a final exam for the spring term.

Please be sure to comply with the regulations set forth in Section 2.50 of Rules and Regulations of the Faculty (http://web.mit.edu/faculty/governance/rules/2.50.html) and to Term Regulations (http://web.mit.edu/faculty/teaching/termend.html). Please also note the following:

- All final examinations must be scheduled through the Schedules Office.
- If you test during the final exam period, in either an undergraduate or graduate subject, no assignment (paper, lab report, problem set, oral presentation, etc.) may fall due, nor any test be given, after the Last Test Date (Friday, May 6).

In order to help students plan for the end of the term, we will publish the Spring 2016 final examination schedule as soon as possible during the third week of the term.

Please contact me at x8-6432, or the Schedules Office at schedules@mit.edu, if you have any questions.

Thank you for your help and cooperation.