Term Regulations & Examination Policies for Fall 2018

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

KEY DATES: FALL 2018

<table>
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<tr>
<th>Last Test Date</th>
<th>Friday</th>
<th>December 7</th>
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<tr>
<td>Last day of classes</td>
<td>Wednesday</td>
<td>December 12</td>
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<tr>
<td>Final examinations</td>
<td>Monday – Friday</td>
<td>December 17-21</td>
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See the Academic Calendar for additional dates.

ALL SUBJECTS

Class Times

Academic exercises are, in general, held between 9pm and 5pm, Monday through Friday. Classes 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.

Exercises After the Last Scheduled Class in All Subjects

No required classes, examinations, oral presentations, exercises or assignments of any kind may be scheduled after the last regularly scheduled class in any subject – whether full-term or half-term – 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.

**Scheduling Final Exams**

The final examination period for **H1/H3 half-term subjects** is the last week of a subject. Final examinations for H1/H3 half-term subjects are held during a regularly scheduled class period and last no longer than one class period. These examinations are not scheduled through the Schedules Office.

Final examinations for **full-term subjects** and for **H2/H4 half-term subjects** are held during the five-day final examination period at the end of each term and are scheduled through the Schedules Office. Final examinations are scheduled in either the morning (9:00 a.m. to noon) or afternoon (1:30 to 4:30 p.m.) on examination days.

A final examination must be scheduled to last at least one hour and not more than three hours; ex camera examinations for undergraduate subjects are the only exception to this regulation. 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 Registrar’s website by the end of the third week of the fall and spring terms. 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.

**Excused Absences from Final Exams**

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 Office of 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 religious holiday. In these cases, a mutually satisfactory agreement must be reached between the student and the faculty member, the agreement 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

BEGINNING OF TERM

For undergraduate subjects taught on campus 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. This same restriction also applies to undergraduate subjects taught during the Independent Activities Period.

Monday evening class times are reserved for regularly scheduled classes; therefore, tests and required reviews are prohibited on Monday evenings. 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.

Full-term Subjects: First and Third Weeks

In full-term subjects, the faculty member must provide by the end of the first week of classes:

- 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;
- an indication of whether or not there will be a final exam; 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.

Half-term Subjects: First and Second Weeks

In half-term subjects, the faculty member must provide by the end of the first week of classes:

- 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;
- an indication of whether or not there will be a final exam; and
- the grading criteria and procedures to be used.

By the end of the second 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, and other academic exercises outside scheduled class times may 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 a test that is held outside of scheduled class time 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 will be due during the same calendar week.

END OF TERM

End of Term Tests in Full-term and H2/H4 Half-term Subjects

In all full-term and H2/H4 half-term undergraduate subjects, there are to be no tests after the Last Test Date, defined in Section 2.53 of Rules and Regulations of the Faculty as the Friday preceding the start of the Reading Period. [For Fall 2018, the Last Test Date is Friday, December 7, 2018.] Unit tests may be scheduled during the final examination period.

End of Term Assignments for Full-term and H2/H4 Subjects with Finals

For all full-term and H2/H4 half-term subjects in which there is testing during the final examination period, no assignment may fall due after the Last Test Date (Fall 2018: Friday, December 7, 2018).

End of Term Assignments for Full-term and H2/H4 Subjects without Finals

For full-term and H2/H4 half-term subjects in which there is no testing during the final examination period, at most one assignment may fall due between the Last Test Date (Fall 2018: Friday, December 7, 2018) and the end of the last scheduled class period in the subject. A 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 the Last Test Date (Fall 2018: Friday, December 7, 2018) 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.

**End of Term Assignments for H1/H3 Half-term Subjects with or without Finals**

For H1/H3 half-term subjects, the final week of the class is considered to be the Half-Term Final Examination Period. There may be at most one assignment due or one exam held during this final week of the class. A single assignment may include both an oral presentation and a written report if the two derive from the same project. Optional assignments during the Half-Term Final Examination Period are 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.

**Ex Camera Finals**

A faculty member must obtain the permission of the Chair of the Faculty to hold an ex camera (out-of-room) final examination in an undergraduate subject and permission will be granted for no more than five years. 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. An ex camera examination must:

- be scheduled through the Schedules Office,
- be offered over the course of a single afternoon — starting at 1:30 p.m. and ending no later than at 7:30 p.m., and
- permit students unrestricted use of resources.

**GRADUATE SUBJECTS**

**BEGINNING OF TERM**

**Full-term Subjects: Third Week**

In full-term subjects, the faculty member must provide by the end of the third week:

- 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 exam; and
- the grading criteria and procedures to be used.

Major assignments should be assigned early enough to allow students the opportunity to manage their time effectively throughout the term.
Half-term Subjects: Second Week

In half-term subjects, the faculty member must provide by the end of the second week:
- 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 exam; and
- the grading criteria and procedures to be used.

Major assignments should be assigned early enough to allow students the opportunity to manage their time effectively throughout the term.

Tests and Academic Exercises Outside Scheduled Class Times

When a student is unable to take a test that is held outside of scheduled class time owing to a conflict with another scheduled academic exercise or extracurricular activity, the student must be allowed to take the test at another time.

END OF TERM

End of Term Tests and Assignments for Full-term and H2/H4 Half-term Subjects with Finals

In all full-term and H2/H4 half-term graduate subjects with a final examination, no other test may be given and no assignment/paper/presentation may fall due after the Last Test Date, defined in Section 2.53 of Rules and Regulations of the Faculty as the Friday preceding the start of the Reading Period. [For Fall 2018, the Last Test Date is Friday, December 7, 2018.]

End of Term Tests and Assignments for Full-term and H2/H4 Half-term Subjects without Finals

For each full-term and H2/H4 half-term subject without a final examination, no more than one of the following may be given or fall due between the Last Test Date (Fall 2018: Friday, December 7, 2018) and the end of the last regularly scheduled class in the subject: in-class test, assignment, term paper, or oral presentation. A single assignment may include both an oral presentation and a written report if the two derive from the same project. If an in-class test is given, its length is limited to one normal class period (or to one and one-half hours, whichever is shorter).

Students must not be required to attend additional lecture or recitation hours beyond the assigned units to accommodate oral presentations.

End-of-Term Tests and Assignments for H1/H3 Half-term Subjects with or without Finals

For all H1/H3 half-term subjects, the final week of the class is considered the Half-Term Final Examination Period. During this week, no more than one of the following may be
given or fall due: in-class test, assignment, term paper, or oral presentation. A single assignment may include both an oral presentation and a written report if the two derive from the same project. An in-class test or final examination given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter).

Students must not be required to attend additional lecture or recitation hours beyond the assigned units to accommodate oral presentations.