

TERM REGULATIONS AND EXAMINATION POLICIES

Policy for Emergency Closing during Final Exams

Every effort must be made to give final exams as scheduled during the final examination period. Because students have included the final exam in their planning for the subject, faculty members may *not* choose to cancel exams; they must give the exam as scheduled, or as *rescheduled* in the event the Institute is closed because of snow or other emergency (see below).

- In case of *inclement weather* during exams, getting to MIT may be difficult for individuals involved with proctoring an exam. Thus, it is the responsibility of the department and the faculty member in charge to provide in advance for alternate staff who are physically at MIT and who have access to the written exam questions. Exam proctors will accommodate late student arrivals to the extent possible.
- In case of an *emergency closing* or *delayed opening* during exam week, students, faculty, and staff can go to the final examination schedule (<http://finals.mit.edu>) to get up-to-date information. Exam information is also available from the "snow" link that is provided on the MIT home page (<http://web.mit.edu>) during emergencies.
- If the Institute is closed, the exams scheduled during that period are postponed to the next available "contingency" exam periods, usually evenings 6:00–9:00 p.m. through the last day of the exam period, and either the second day of IAP (for fall exams) or the day following the exam period (for spring exams). Information about postponed exams will be added to the final examination schedule (<http://finals.mit.edu>).
- Students who miss exams given at the rescheduled times will be excused; faculty should submit the interim grade O, to which an "X" will be added routinely. These students will take a postponed final exam given near the beginning of the next regular term.