

TERM REGULATIONS AND EXAMINATION POLICIES

These term regulations and examination policies (<https://facultygovernance.mit.edu/faculty-rules-page/#term-regulations-and-examination-policies>) derive from Rules and Regulations of the Faculty (<https://facultygovernance.mit.edu/faculty-rules-page/#rules-and-regulations-of-the-faculty>). They 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 (exam-termregs@mit.edu).

All Subjects

Class Times. Academic exercises are, in general, held between 9:00 a.m. and 5:00 p.m., Monday through Friday. Classes begin five minutes after and end five minutes before the scheduled hour or half-hour.

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 for full-term subjects and H2 and H4 half-term subjects are held during the 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 p.m. to 4:30 p.m.) on examination days. A final examination in any of these subjects 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 approved by the Chair of the Faculty (exam-termregs@mit.edu).

Final examinations for H1 and H3 half-term subjects are held during a regularly scheduled class period in the final week of the subject (the Half-Term Final Examination Period). The final examination scheduled in any H1 and H3 half-term subject will last no longer than one class period.

Students are responsible for attending the final examinations in subjects for which they are registered. The schedule of final examinations for full-term subjects and H2 and H4 half-term subjects 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, or assignments of any kind may be scheduled after the last regular scheduled class in a subject except for final exams 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 review 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 may 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 and Wellbeing 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" under Grades.

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 term.