

April 2010

To: Faculty and Staff

From: Charlie Toomajian, Associate Dean of the College and Registrar

Re: End-of-Term Reminders

As we approach the end of the semester, a variety of questions usually arise about academic policies and procedures. The following information is intended to answer some of them.

Extensions of Deadlines for Written Work

Deadlines for course work are set by the instructor with the following limitations:

for courses with final exams, the latest that written work may be due is 5:00 p.m. on the last day of the reading period, which is Tuesday, 18 May.

for courses without final exams, the latest that written work may be due is 5:00 p.m. on the third-to-last day of the exam period, which is Saturday, 22 May.

If work is due before these deadlines, the instructor *may* grant an extension up to these deadlines solely at his or her discretion. Short extensions beyond these deadlines may be granted by a dean but only with the concurrence of the instructor. Therefore, if a dean believes an extension for a course is appropriate, he or she will contact the instructor to discuss the matter and set the new deadline before granting the extension to the student.

If students contact the instructor directly requesting extensions beyond the last day of the reading period for courses with finals, or the third-to-last day of the exam period for courses without finals, the instructor may either direct them to the Dean's Office if he or she would consider approving an extension, or else tell them not to bother since an extension would not be approved.

Examinations

Scheduling Exams: Final exams may be given only in the period set aside for them at the end of the term, and not during the term itself. Please avoid scheduling hour exams during the last week of classes. Preparing for exams in that week makes it difficult for students to finish their writing requirements on time.

Self-Scheduled and Take-Home Exams: Students may pick up self-scheduled exams and take-home exams starting on Saturday, 15 May. Such exams are administered from the Registrar's Office, Hopkins Hall. All self-scheduled and take-home exams must be completed by 8:30 P.M. on Sunday, 23 May.

Regularly Scheduled Exams: Scheduled exams start on Wednesday, 19 May and run through Monday, 24 May. These exams are assigned times and places by the Registrar's Office and must not be changed.

"Hardship" Cases: Students with three or more exams in consecutive exam periods are considered to have a hardship, and may request that one of these exams be moved. Students seeking hardship excuses are instructed to see one of the deans first; that dean will then work with the student and faculty members involved to see if an agreeable arrangement can be made. Students will be told that all such arrangements must be requested no later than Friday, 7 May. Note: The Dean's Office will not ask you to schedule a make-up exam simply to permit an early departure or to accommodate students' travel plans.

Incompletes

A notation of "Incomplete" may be entered on the final grade roster only with the permission of the Dean's Office. Incompletes are rarely granted and are reserved for extremely serious emergencies. In such cases, a dean, the instructor, and the student agree to defer due dates for papers and exams until a specified time after the end of the semester.

Return of Final Papers or Exams

Students have pointed out that they would benefit from receiving final papers or exams with instructors' comments. I remind you that there is no regulation precluding the return of final written work. Therefore, should you wish to return annotated final written work, you may do so.

Submission of Term Grades

By faculty vote, course grades must be submitted to the Registrar within four days after the final exam in a course, or, if there is no exam, within four days after the last day of classes or within four days after final written work was due, whichever is later.

It is obvious why such a timetable must be observed for graduating seniors, but perhaps less widely understood why such promptness is needed in all other cases. At the end of every term, the Committee on Academic Standing meets to review the records of students in academic difficulty; it needs to have all their grades in order to decide whether students with deficient records will be required to resign, be placed on academic probation, or issued an academic warning. Committee members devote part of their time before and after graduation to this important work; that work is often hampered by missing grades. If decisions cannot be made because the records are incomplete, students cannot be notified, and those students who need to arrange coursework in summer programs cannot meet the deadlines they face.

I recognize the difficulty some of you, especially those with large courses and late final exams, face in meeting these grade-reporting deadlines. While I have little leeway with senior grades, with others I can sometimes tell who the more critical cases are for the CAS and work with you on getting their grades first. If you will have difficulty with the deadlines, or have other questions about these matters, please give me a call at x4286.

THANK YOU and remember it's not nice to fool the Armenian registrar!