

TERM REGULATIONS AND EXAMINATION POLICIES

Graduate Subjects

Beginning of the Term. By the end of the third week of classes in a full-term subject and by the end of the second week of classes in a half-term subject, the faculty member must provide the following in written form:

- A clear and complete description of the required work, including the number and kinds of assignments
- The schedule of tests and due dates for major projects
- An indication of whether or not there will be a final examination
- The grading criteria and procedures to be used

Tests and Academic Exercise Outside Scheduled Class Times. A student who is unable to take a test or participate in a required review or other academic exercise that is held outside of scheduled class time owing to a conflict with a regularly scheduled academic exercise must be allowed to do so at another time.

Some subjects may require extra hours outside of regular class time for special activities such as presentation sessions. These require an exception from the Chair of the Faculty (*exam-termregs@mit.edu*). These activities must be scheduled at the beginning of the semester and included in the syllabus, and students who are unable to participate as described immediately above shall be accommodated.

End-of-Term Tests and Assignments. For each full-term subject or H2 or H4 half-term subject with testing during the final examination period, no test shall be given and no assignment shall fall due after the Friday preceding the start of the Reading Period.

For each full-term subject or H2 or H4 half-term subject in which there is no testing during the final examination period, there may be at most one assignment due or one in-class test held between the Friday preceding the start of the Reading Period and the end of the last scheduled class period in the subject. An in-class test given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter).

For H1 and H3 half-term subjects, the final week of the class shall be called the Half-Term Final Examination Period. During this week, there may be at most one assignment due or one in-class test held. An in-class test given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter).