Dear Colleagues,

Hope this finds you well.

A couple of notes and reminders as we move toward the end (!) of the semester.

**Academic Honor Code**

At the end of the semester, we unfortunately tend to see an uptick in academic honor code violations.

The [Academic Honor Board](#) is charged with the “review and adjudication of all alleged academic honor violations” (AHB, 2016). Using this centralized process is important to ensure that there is a fair process and outcomes for all of our students. If you have questions about the process, please don’t hesitate to be in touch with me.

**Exams**

Students are expected to take all Mount Holyoke exams during the exam period. Exceptions to this policy are rare. Students who find themselves in need of an exception must seek approval from their faculty instructor and the Dean of Studies. If you are willing to grant the exception, please ask them to be in touch with Kat Eldred, Academic Deans office, Student Success and Advising, to book a meeting with me to discuss. Students enrolled in five college courses are subject to rules of the different campuses.

Best,

Amber

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**DATES TO NOTE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, April 30</td>
<td>Last Day of Classes</td>
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<tr>
<td>Tues—Thurs, May 1—3</td>
<td>Reading Days</td>
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<tr>
<td>Thurs—Mon, May 3 @ 7</td>
<td>Exam Period</td>
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<td>PM—Mon, May 7 @ Noon</td>
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<td>Wednesday, May 9</td>
<td>Senior Grades Due</td>
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<td>Noon</td>
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<tr>
<td>Tuesday, May 22 at</td>
<td>Underclass Grades Due</td>
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<td>11 PM</td>
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**USEFUL LINKS**

- [Academic Calendar](#)
- [AccessAbility Services](#)
- [Proper Use of Sources](#)
- [End of Semester Timetable](#)
- [Final Exam Schedule](#)
**End-of-Semester Restrictions**

Faculty Legislation prohibits:

- Giving “in-course examinations” during the last week of classes, **April 23—April 30** (Laboratory practicals and make-up examinations for students who had been ill may be scheduled during this period.)

- Scheduling the due dates of “examinations, additional readings, projects, or papers” during reading days, **May 1—3 (ends 7 PM)**.

- Requiring students to hand in a “substantial final paper” that **takes the place** of a final examination earlier than the start of the examination period, **7:00pm on May 7**.

The Academic Priorities Committee has ruled that a quiz worth no more than 15% of the final grade, that is part of a regular sequence of testing, should not be considered an “in-course examination” and may be given during the last week of classes.

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**Extensions for the Completion of Coursework Beyond the End of the Final Examination Period**

All coursework must be completed by the end of the examination period. Individual faculty may NOT set a deadline for coursework beyond the last day of examination period (noon, May 7, 2018). **Requests for extensions of the deadlines for completing work beyond the examination period involve a three-step process:**

1) An extension must be authorized by Karen Engell, the Director of Health Services, Beth Feeney, the Director of the Counseling Service, or one of the class deans. In general, extensions are authorized only when a student experiences an unanticipated medical or other personal emergency in the last weeks of the semester. Extensions are authorized only for work due during that period.

2) The instructor must approve the extension. A student who has been authorized to request an extension is instructed to communicate with the instructor about the granting of the extension and the terms of the extension (i.e., the outstanding work and a deadline). The authorization of an extension by the Director of Health Services, the Director of the Counseling Service, or a class dean does not mean that the instructor must grant it. Instructors should approve an extension only when the student has met course expectations to the best of their ability throughout the semester—that is, until they experienced the emergency situation. If there is a whole semester’s worth of work to make up, for example, an extension should not be granted.

3) Please note that AccessAbility Services may authorize an extension as an academic accommodation for a student registered with this office. In these cases, the instructor must allow the extension.

4) Once students have consulted with their instructors and the instructors have approved the extension, students may then take the third step of the process—submitting the “Request for Extension” form on MyMountHolyoke. System-generated email notifications contain instructions for the student and for the instructor. The instructor receives email notification and instructions on how to proceed only when the student submits the form.

The instructor and student should agree on a reasonable deadline for completing outstanding work. Only under exceptional circumstances should a deadline extend beyond **June 13, 2018**, (the date of the AAB’s academic review), be considered.

**Guaranteed Grade**

On the “Request for Extension” form in MyMountHolyoke, the instructor should assign, whenever possible, a **“guaranteed” grade**. This is the grade a student will receive if they do not complete the outstanding work in the course. The guaranteed grade is based only on the work a student has already completed, it is the **lowest** grade they can receive and will become the final grade if a student decides not to accept the extension or does not complete the outstanding work by the agreed-upon deadline. It is essential for students to complete the process in MyMountHolyoke, either by accepting the extension or the “guaranteed” grade.