DEERFIELD ACADEMY

Academic Affairs Office

February 8, 2023

Important Information for the Last Two Weeks of the Term

Dear Students,

I'm writing to provide you with important information about the last two weeks of the Winter Term.

The Last Two Weeks of the Term Overview
We do not have exam week schedules, though classes may have a final assessment or a major piece of work (project, paper, culminating assignment) due during the last two weeks of the term. Students should receive a schedule (in writing or on Canvas) from each of their teachers by **February 14** that clearly outlines the work due and/or assessments given during the last two weeks of the term.

Faculty Advisor & Advisee Planning Meetings
You should have a meeting with your faculty advisor as soon as possible after February 14 to review your schedule and help you plan for the end of the term. There is time set aside in the schedule for this during advisory meeting time (10:05-10:50am) on Friday, February 17 and Friday, February 24.

Requests to Move Assessments/Major Work
As is the case at any point of the school year, if students have more than two major pieces of work or assessments due on the same day, students may request to move one to an alternate date; students should communicate directly with the teacher whose major piece of work/assessment they wish to move. Teachers are expected to accommodate such requests as best they can. This may be best accomplished by completing the work earlier, especially going into a break. The Dean of Studies should be consulted if difficulties arise.

Testing Study Hall During the Last Two Weeks of the Term
We will have normal Testing Study Hall hours for the last two weeks of the term, but there will be no Testing Study Hall on Friday, March 3.

Testing Study Hall Hours & Locations
Koch Garonzik

- Monday, Tuesday, Wednesday, and Thursday evenings between 7:45pm and 9:35pm.

Library 209

- Week of February 20: Monday, Tuesday, Thursday, and Friday afternoons between 3:30pm and 5:15pm, and Wednesday afternoon between 1:30pm and 3:00pm.
- Week of February 27: Monday, Tuesday, and Thursday afternoons between 3:30pm and 5:15pm, and Wednesday afternoon between 1:30pm and 3:00pm.

(For all times, students should arrive at the beginning of the session).

Deadline for Winter Term Class Work

All students must complete and submit their class work for each of their courses by the end of the term (**March 3, 2023 at 12pm ET)**, unless the student has an incomplete grade approved by the Academic Affairs Office. Please contact the Dean of Studies if you have questions.

Expectations for the Last Two Weeks of the Term
All teachers and students must adhere to the published Class Schedule during the last two weeks of the term (teachers may not cancel class and students may not depart campus early).

Term-end Departures and Class Absences: The Student Life Office, in conjunction with the Academic Affairs Office, may approve a students' class absence or early departure request for extraordinary or emergency circumstances only. Early departures for personal convenience will not be approved.

Students requesting to miss class(es) should submit a Request to Miss Classes Form through DAinfo. In the case of an approved Request to Miss Classes Form, the student is expected to communicate directly with the teacher(s) whose class or major piece of work/assessment they will miss. **The student must arrange to complete and submit all their class work by the end of the term (March 3, 2023 at 12pm ET**); incomplete grades will not be granted for College Visits, Pursuits of Excellence, or Other Requests to Miss Classes. Please remember that even approved class absences count towards the 20% Rule.

Please note that student absence(s) during the last two weeks of the term for medical reasons are approved on a case-by-case basis by the Health Center and the Student Life Office, in consultation with the Academic Affairs Office. In such cases, the student may need to take an incomplete for a course if they are not able to complete their work by the end of the term. *Incomplete grades will only be granted for medical or emergency reasons, NOT for College Visits, Pursuits of Excellence, Other Requests to Miss Classes, or early departures for personal convenience*.

Class Schedule for the Last Two Weeks of the Term
The Class Schedule for the last two weeks of Winter Term is available on the Class Schedule Calendar, please look at the weeks of February 20 & 27. Please note the Special Schedule on Friday, March 3.

Co-curriculars & Athletics during the Last Two Weeks of the Term

- Week of February 20: The winter season for all co-curriculars goes through Saturday, February 25.
- Week of February 27: No co-curriculars, except for swimming and playoff-bound teams.

Please contact your co-curricular supervisor/coach if you have any questions about your co-curricular or need more information.

Term-end Grades & Comments
Grades will be posted on DAinfo the afternoon of Wednesday, March 8. Comments are listed separately from grades so be sure to also check the comments tab.

Please let me know if you have any questions,
Ms. White

Hannah White (she/her/hers)
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Monday through Friday, 8 a.m. - 4 p.m.