



## DEERFIELD ACADEMY

Academic Affairs Office

May 3, 2023

### *Important Academic Information for the Last Two Weeks of the Term*

Dear Students,

I'm writing to provide you with important academic information about the last two weeks of the Spring 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. All teachers should provide a schedule (in writing or on Canvas) to their students by **May 9** 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 May 9 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, May 12 and Friday, May 19.

#### 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 the summer 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.

#### **Testing Study Hall Hours & Location**

*Koch Garonzik*

- Monday, Tuesday, Wednesday, and Thursday evenings between 7:45pm and 9:35pm. (Students should arrive at the beginning of the session).

Questions? Please contact [Mrs. Koyama](#).

#### Deadline for Spring Term Academic Work

**9<sup>th</sup>, 10<sup>th</sup>, & 11<sup>th</sup> graders:** Must complete and submit their academic work for each of their courses by the end of the last day of classes (**Friday, May 26**), unless the student has an incomplete grade approved by the Academic Affairs Office. Please contact the [Dean of Studies](#) if you have questions.

**Seniors & PGs:** All academic work for the year—outstanding work, exams, papers or presentations, in whatever form—must be completed and/or submitted by the end of classes on **Wednesday, May 24.**

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).

Class Schedule for the Last Two Weeks of the Term

The Class Schedule for the last two weeks of Spring Term is available on the [Class Schedule Calendar](#), please look at the weeks of May 15 & 22. Please note the Special Schedule on Wednesday, May 24 and Friday, May 26.

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

- Week of May 15: Normal co-curricular schedule. Last day of co-curriculars (except for Rowing and Golf) is May 20.
- Week of May 22: No co-curriculars except for Rowing and Golf.

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 Monday, June 5. 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)*

Administrative Assistant to the Academic Affairs Office

Deerfield Academy

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Monday through Friday, 8 a.m. - 4 p.m.