

# **Academic Affairs Office Handbook**

## **2023-2024**



Updated August 10, 2023

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## Academic Affairs Handbook

Students at Deerfield pursue a rigorous academic curriculum that is intended to foster the development of disciplined work habits, effective collaboration, independence, resilience, creativity, curiosity, and intellectual maturity. This is accomplished while valuing inclusion, growth, well-being, high standards, and the liberal arts tradition. Additionally, Deerfield chooses to prioritize the following:

- *Citizenship* in the spirit of humility, empathy, and responsibility
- *Connectedness* to our unique setting and the contemporary world
- *Pursuit of mastery* built on a foundation of breadth and versatility
- *Face-to-face interactions* characterized by joy and generosity of spirit
- *Reflection and balance*, promoting intellectual vitality and self-understanding
- *Shared experiences*, large and small, as sources of relationships, identity, and community

The purpose of this handbook is to describe the policies and practices in place at Deerfield Academy for academic year 2023-2024, which are to support the above mission and values. The handbook is offered in the spirit of transparency so that community members are aware of these policies and practices and can plan accordingly. While this handbook is meant to be accurate and up-to-date, modifications can occur and may be pending. If you have questions, comments, or concerns, please feel free to contact the Academic Affairs Office ([academics@deerfield.edu](mailto:academics@deerfield.edu)).

## **Student Section**

### **Graduation Requirements**

#### ***Course Load Requirement***

Students must take at least five graded courses during each term of their Deerfield careers. Students may also choose to take some Visual and Performing Arts courses as sixth courses pass/fail, or returning students may request to take a sixth graded course.

#### ***Academic Requirements***

- All students must take a minimum of 5 graded courses per term in a minimum of three academic departments, even if they have fulfilled all graduation requirements.
- Health; all 9<sup>th</sup> and 10<sup>th</sup> graders enrolled in 5 classes must take Health Seminar I and II, respectively.
- A student in good standing shall be eligible for a Deerfield diploma upon successful completion of their course load and applicable subject requirements. Successful completion includes proper attendance and a passing course-end grade.
- Participation in a cocurricular program each term.

#### ***Graduation Requirements***

- 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders must take a three-term English course. One-year 12<sup>th</sup> graders, PGs, and any NCAA Div I or II hopefuls must also take three terms of English. All other 12<sup>th</sup> graders must take at least two terms of English and a third term in either English, History and Social Science, or Philosophy and Religious Studies. Doubling up in English in any year does not satisfy another year's requirement.
- Completion through the third level of mathematics (Algebra I, Geometry, and Algebra II)
- Completion through the third level of one foreign language. (Students for whom English is a second language may request to satisfy this requirement with their native language.)
- Two courses of history: one of non-U.S. taken in either 9<sup>th</sup> or 10<sup>th</sup> grade; and one of U.S. History, usually taken in 11<sup>th</sup> grade.
- Two laboratory science courses.
- Two terms of Visual or Performing Arts (three and four-year students only).
- One term of Philosophy or Religious Studies (three and four-year students only).

#### ***Graduation Requirements for New 11<sup>th</sup> and 12<sup>th</sup> Grade Students***

Students who enter Deerfield as 11<sup>th</sup> or 12<sup>th</sup> graders must fulfill the graduation requirements as best they can. The Academic Affairs Office will review all exceptions.

#### ***Health Seminar***

All 9<sup>th</sup> and 10<sup>th</sup> graders taking 5 classes will be automatically enrolled in Health Seminar as a sixth, pass/fail one-term course.

## NCAA Requirements

NCAA has specific requirements for eligibility. Students aspiring to play NCAA athletics at a Division I or Division II college must meet core course requirements by the end of their fourth year of high school, which can be difficult for students who have repeated a grade or attended an international high school.

### Core Courses Required

There are 16 core course requirements for Division I and 14 for Division II colleges.

Course	Division I	Division II
English	4 years	3 years
Math (Algebra I or higher)	3 years	2 years
Natural/Physical Science (1 year of lab if offered)	2 years	2 years
Additional English, Math, or Natural/Physical Science	1 year	2 years
Social Science	2 years	2 years
Additional Courses (from any area above, foreign language, or non-doctrinal religion/philosophy)	4 years	3 years

College-bound student-athletes first entering a NCAA Division I college or university on or after August 2016 will need to meet new academic rules to receive athletic aid (scholarship), practice, or compete during their first year.

Full Qualifier	Academic Redshirt	Non-qualifier
Complete 16 Core Courses: *Ten of the 16 core courses must be complete before the seventh semester (senior year) of high school. *Seven of the 10 core courses must be in English, Math or Science.	Complete 16 core courses.	Does not meet requirements for Full Qualifier or Academic Redshirt
Minimum Core-Course GPA of 2.300.	Minimum Core-Course GPA of 2.000.	
Meeting the sliding scale requirement of GPA and ACT/SAT score.	Meeting the sliding scale requirement of GPA and ACT/SAT score.	
Graduate from high school.	Graduate from high school.	

### Repeating a Grade and NCAA Eligibility

From the beginning of 9<sup>th</sup> grade, students have four years to complete the core course requirements. THIS IS CRITICALLY IMPORTANT: Students who repeat a high school grade must complete all required courses by the end of 11<sup>th</sup> grade. Furthermore, when repeating a grade upon entering Deerfield, NCAA credit may be lost for one or more classes—often in English, occasionally in math or language—taken at a previous school. If NCAA deems two courses duplicate, they will deny credit for one.

Students may have their eligibility status checked by requesting an early determination by the NCAA. The NCAA will consider this only in the 11<sup>th</sup> grade (or the third) year. Overt interest from a college can be a powerful catalyst, and students should let the NCAA know as soon as possible if this is the case. The college can then act in facilitating an early determination of eligibility. Final approval is based on a complete transcript.

**Failure to meet requirements could result in being unable to play Division I or Division II sports in college. The College Advising Office can advise, but ultimately, it is the student athlete's responsibility to ensure compliance with NCAA eligibility requirements.**

## Course Requests

### ***New Students***

New students submit their course requests using the link found on the Annual Enrollment checklist. Each class year has a course advisor from either the Academic Affairs Office or the College Advising Office available to assist them in making course request decisions.

### **Math Placement Test**

All incoming students are required to take a mathematics placement test. Students completing Algebra I or Geometry will receive an Algebra I placement test. All other students will receive a placement test for the course they are completing. New seniors and post-graduates are placed in consultation with their college advisors. To ensure an accurate representation of ability, students should not undertake any special preparation nor receive any help prior to or during the placement test.

When it is not easy to discern which mathematics courses a student has taken from the transcript, a student may be asked to complete multiple placement tests. Students will be placed in the appropriate course based on the test score, teacher recommendation, student request, and standardized test scores.

### **Language Placement Tests**

Students continuing study in Arabic, Chinese, French, Latin, or Spanish must take a placement test. To ensure an accurate representation of ability, students should not undertake any special preparation or receive any help prior to or during the placement test.

### **Language Requirement for non-native English Speakers**

Students who speak English as a second language can request to satisfy their language requirement with their native language. Students who qualify must contact the Academic Affairs Office before completing their initial course request.

### **Academic Integrity and Placement Tests**

All placement tests are governed by Deerfield's academic integrity policy. Incoming students must adhere to the academic integrity policy when taking any placement tests. Students found in violation of the policy may be subject to probation until graduation or dismissal. Any violations of our academic integrity policy will be reviewed and adjudicated by the Dean of Studies.



## **Current Students**

### Submitting Course Requests

Deerfield faculty members meet individually and regularly with each of their advisees to help them adapt to and thrive at Deerfield. Advisors monitor their advisees' academic progress, direct them to additional support if necessary, and guide them through the course selection process.

Returning students submit their requests online in conjunction with their advisor. In early summer, department chairs will review and consider requests. Schedules are released in late summer.

## **Course Change Requests**

### Course Change Policy

Course change requests are not automatically granted. Many factors will be weighed when examining such a request, such as the limitations of the established class schedule, section sizes, and the student's long-range academic program.

Changes are permitted for level and clerical corrections. Course preference changes from one course to another may be permitted if a student would be moving from a larger class to a smaller class. If there are collateral changes to accommodate a course preference switch, class size parameters must also be considered for any additional moves (i.e., if the switch is not a direct period swap, or a move into a free period).

***Course changes will not be made based upon term preference, teacher requests, nor to move to a different section of a multi-section course (no matter what section sizes are).***

### Course Change Request Process

#### **Fall Term**

##### Open Course Change Period

**Dates:** The day schedules are posted in August until the Sunday before classes begin.

**Eligible courses:** All courses, within policy guidelines.

**Requirements:** Students must fill out the course change request on the [Daily Bulletin Forms page](#).

##### Level Change Period

**Dates:** The first three weeks of classes (includes first three days of classes and two weeks following) and the class week after midterms released.

**Eligible courses:** Courses on the leveled-course list (e.g. Spanish 2 to Spanish 1).

**Requirements:** [Course change request](#) submitted by teacher of the course or Department Chair (not advisor).

##### Consulted Course Change Period

**Dates:** The first full week of classes (Sunday - Saturday after the first three days of classes).

**Eligible courses:** All courses, within policy guidelines.

**Requirements:** Students must have a ***face-to-face conversation*** with their current teacher(s) about the request to switch out of their class and then work with an advisor or teacher to submit the [course change request](#).

### Winter and Spring Terms

#### Open Course Change Period

**Dates:** Before the first week of Winter or Spring Term.

**Eligible courses:** One-term or two-term Winter or Spring courses only.

**Requirements:** Students must work with their advisor or teacher to submit the [course change request](#). No conversation with the teacher of the course is required.

#### Level Change Period (Winter only)

**Dates:** The end of Fall Term through first week of classes (deadline Saturday of first week).

**Eligible courses:** Courses on the leveled-course list.

**Requirements:** [Course change request](#) submitted by teacher of the course or Department Chair (not advisor).

#### Consulted Course Change Period

**Dates:** The first week of classes for Winter or Spring Term (deadline Saturday of first week).

**Eligible courses:** One-term or two-term Winter or Spring courses only.

**Requirements:** Students must have a ***face-to-face conversation*** with their current teacher(s) about the request to switch out of their class and then work with an advisor or teacher to submit the [course change request](#).

### Pass/Fail Courses

A request to change the pass/fail status of a course can be submitted during the Consulted Course Change Period of every term.

### Dropping a 6<sup>th</sup> course

Students can submit a request to drop a 6<sup>th</sup> year-long or two-term course during the initial Level Change Period of Fall Term.

### Leveled-Course List

#### Language

ARA- 100, 200, 300, 400, 509

CHI- 100, 200, 300, 400, 509

FRE- 100, 200, 209, 300, 309, 400, 409, 509

GRE- 100, 200, 300

LAT- 100, 200, 209, 300, 400, 509

SPA- 100, 200, 300, 309, 310, 400, 509

#### Math

Entire Math catalog except for MAT515 and MAT529

## Science and Computer Science

PHY- 100, 110

CHE- 200, 205

BIO- 300, 305, 309

SCI- 300, 309 (only if space available)

## Classroom Policies

### ***Course Expectations***

Course Expectations will be available (on paper and on Canvas). The document should describe:

- Homework
- Class Work and Class Participation
- Late Work and Extensions
- Academic Integrity
- Required Materials/Texts
- Grading Policies
- Missed Work Due to Absences

### ***Attendance***

Teachers will take attendance every day, and students are expected to be in class.

Teachers will mark a student absent regardless of whether or not the absence is excused.

Absences may be excused due to illness confirmed through the Health Center, medical appointments, religious observances, approved college visits, or Pursuits of Excellence (see [Requests to Miss Classes](#)). In the event of an excused absence, the student may initially receive APs (Accountability Points; see *Rules and Expectations for Deerfield Academy Students* for details) for the absence, but the Student Life Office will later clear those APs. If a teacher is detained or not in class, students should wait 10 minutes past the normal start time of the class and then report the faculty absence to the Dean of Faculty or the Dean of Studies.

### Religious Observances and Attendance:

If students plan to miss classes or assignments for observance of religious holidays, they should inform their teachers in advance. At that time, the teacher and the student should set a reasonable schedule to make up the missed assignments and/or assessments. The student should not be required to complete homework for—or submit an assessment on—the day after the holiday. When such a student has multiple assessments, a staggered set of due dates in the days following a holiday might be the most reasonable solution.

### ***Request to Miss Classes***

Students are permitted to miss a maximum of eight (8) combined class days for Pursuits of Excellence, College Visits, or other reasons each academic year (no more than 6 days

missed per term). Exceptions to the 8-day limit must be approved through the Academic Affairs Office. Requests must be received at least three (3) days prior to the event. Late requests result in 4 APs. All requests must go through the [Request to Miss Classes form on The Bulletin](#) and be approved by the Academic Affairs Office (approves Pursuits of Excellence), College Advising Office (approves College Visits), or Student Life Office (approves other reasons for absences).

A student's parent or guardian must contact the Student Life Office via email or phone for any plans that prevent the student from attending a required event (class, meal, meeting, co-curricular). Approval of any Request to Miss Classes cannot be granted until this permission is in place. To ensure timely approval of requests, students should ensure that their parent or guardian contacts the Student Life Office as soon as possible.

Students are responsible for informing their teacher(s) of their upcoming approved absence(s) and arranging to make up missed work. If a student's absence falls near or during the last two weeks of the term, they should also be aware that they *must* complete all their class work by the end of the term (incompletes will not be granted for College Visits, Pursuits of Excellence, or Other Requests to Miss Classes).

### Pursuit of Excellence

A Pursuit of Excellence request is a request to miss classes for a non-school-sponsored event that furthers a student's desire to seek improvement in an avocation. To be eligible to petition for a Pursuit of Excellence, students must:

- Remain in good academic standing
- Maintain solid citizenship
- Demonstrate extraordinary accomplishment in their areas of excellence
- Receive invitations to pursue extraordinary opportunities

In petitioning, students must establish:

- In what ways an event furthers their development of excellence
- What they have done to qualify for the opportunity
- That the opportunity has resulted from a rigorous selection process
- That there is no way to engage in the opportunity without missing school

A [Request to Miss Classes form](#) must be filled out at least three (3) days in advance and, ideally, ten (10) days prior to the event. The Academic Affairs Office reviews all requests and consults with advisors and department chairs as needed.

Exceptions to the above may be granted at the discretion of the Academic Affairs Office.

### College Visit

A College Visit is a request to miss classes to visit a prospective college for a tour, overnight visit, or athletic recruitment (official or unofficial). College Visits are approved through the College Advising Office for 11<sup>th</sup> and 12<sup>th</sup> graders. Prior to 11<sup>th</sup> grade, the request goes to the Student Life Office as outlined below.

### Other Request to Miss Classes

The “Other” or simply “Request to Miss Classes” category is used for all other (non-health related) requests to miss class. Requests in this category may include family events, such as weddings and funerals, college visits prior to 11<sup>th</sup> grade, religious observances, job/internship interviews, etc. The Student Life Office reviews these requests.

Please note that **the Request to Miss Classes Form is not intended for medical absences or family emergencies**. Any absence related to medical issues (such as doctor’s appointments, injury, surgery, or chronic illness) must be approved through the Health Center. Parents or guardians are asked to call the Health Center directly (413-774-1600) to discuss their child’s plans. For emergencies (such as the passing of a family member) that will affect a student’s attendance, please call the Student Life Office (413-774-1452).

### 20% Rule

When, for any reason (excused or unexcused), a student has missed 20% or more of the course meetings (approximately two weeks) during a given term, Deerfield may withhold credit for courses for that term or may compel a student to move to pass/fail status for the term. Pass/fail status is not an option anyone may invoke; it is something the school may require. If a student repeatedly moves to pass/fail status in multiple courses due to attendance records, the school reserves the right to withhold academic credit or to place the student on Enrollment Review.

Deerfield may require a student missing more than 20% of course meetings during a given term to go on leave until the beginning of the next academic year. In this circumstance, no academic credit from Deerfield would be granted for the relevant terms.

Despite our strong emphasis on attendance, we understand that various events or obligations may necessitate missing days of school. When appropriate opportunities arise, Deerfield may allow students to miss class. Students should make every attempt to avoid missing a combined total of no more than eight class days during the academic year (no more than six days missed per term) for college visits, Pursuits of Excellence (outlined in previous pages of The Handbook), or other commitments approved by the Student Life Office; these absences will count toward the 20% Rule; however, if the absences are approved, no Accountability Points will be assigned.

Please note that teachers are not expected to provide remote access to class meetings if a student is absent for any reason. Students are expected to stay current with course assignments and work with their teachers to stay as current with their work as possible.

## **Homework**

### Homework Policy

School policy sets a maximum homework limit per class meeting:

- The limit for students enrolled in a 100-level class is 50 minutes
- The limit for students enrolled in a 200- and 300-level class is 60 minutes
- The limit for students enrolled in a 400-level class and above is 70 minutes
- The limit for students enrolled in a class ending in -05 or -09 is 70 minutes

### Homework Calendar Expectations for Classroom Teachers

The school expects teachers to follow the below guidelines:

- Faculty will adhere to the homework policy guidelines.
- All assignments will be due during the class meeting.
- Faculty will not communicate homework assignments over email.
- Faculty will not assign or adjust homework after 4 pm on the day the class meets.
- Faculty will maintain a visible homework calendar with at least two weeks of graded assignments displayed at all times.

If students have concerns about compliance with these guidelines, they should contact the Dean of Studies.

### *The Last Two Weeks of the Term*

#### Term-End

Specific guidelines for each term will be emailed to students and faculty before the last two weeks of each term.

#### *General guidelines:*

#### The Last Two Weeks of the Term Overview

We do not have exam week schedules, though classes may have a final assessment or a significant piece of work (project, paper, culminating assignment) due during the last two weeks of the term. Students should receive a schedule (on Canvas and in writing) from each of their teachers that clearly outlines the work due and/or the assessments given during the last two weeks of the term. The exact date by which the schedule should be provided to students will be shared each term, but it is typically the Tuesday before the penultimate week (roughly 2.5 weeks before the last day of the term).

#### Faculty Advisor & Advisee Planning Meetings

Faculty advisors should schedule a meeting with their advisees as soon as possible after term-end schedules are shared to review the students' schedules and help them 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 Fridays.

#### 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 typically will have normal Testing Study Hall hours during the last two weeks of the term. These hours will be shared with students and faculty prior to the last weeks of the term.

### Deadline for Class Work

All students must complete and submit their class work for each of their courses by the designated deadlines at the end of each term, which generally are:

#### *Fall & Winter Terms*

All Grades: By 12 pm the last Friday of the term.

#### *Spring Term*

Seniors/PGs: By end-of-day on the last Wednesday of the term.

9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders: By end-of-day on the last Friday of the term.

The exception to the above deadlines is if the student has an incomplete grade approved by the Dean of Studies in the Academic Affairs Office.

### 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 student's 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 designated deadline at the end of the term;** 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. If a student's class absence is approved, teachers will receive an automatic email from DAinfo saying so (as is the case at any point of the school year when a student's Request to Miss Classes Form is approved).

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 cannot 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.*

Please remember that even approved class absences count towards the 20% rule.



### Class Schedule for the Last Two Weeks of the Term

The Class Schedule for the last two weeks of each term will be available on the [Class Schedule Calendar](#) at least two weeks before the end of that term. Typically, the schedule is as follows:

#### Fall and Winter Terms

- First week: Normal Class Schedule
- Second Week:
  - Monday-Thursday: Normal Class Schedule
  - Friday: Special Schedule

#### Spring Term

- First week: Normal Class Schedule
- Second Week:
  - Monday, Tuesday, Thursday: Normal Class Schedule
  - Wednesday & Friday: Special Schedule



## **Grading**

### ***Grading Scale***

Academic work at Deerfield is graded on a numerical scale where the minimum passing grade is 60. Grades of 90 and above are reserved for excellent work. Grades are reported to students and their parents and guardians at the midterms and ends of term. At the end of each term, grades are accompanied by course medians (i.e., for example, the median of all grades earned in English 200) and evaluative written comments. In addition, written comments may be provided at midterm in the first term of a course.

### ***Honor Roll***

An Academic Honor Roll is determined at the conclusion of each term (except for AY2021, which was awarded at the end of the academic year). Eligibility is based on the following criteria:

- Qualifying cumulative grade averages for the term of 93.0 or above garner High Honors distinction
- Qualifying cumulative grade averages for the term of 90.0 or above garner Honors distinction
- The student must be enrolled in at least five courses for which a numerical grade is recorded
- The student must be passing all courses.

Students will be notified via email when they earn a High Honors or Honors distinction; typically, email notifications are sent two to three weeks after term-end grades are released. Please contact the [Academic Affairs Office](#) with any questions.

### ***Cum Laude***

Deerfield's elite scholars may achieve membership in The Cum Laude Society at one of two junctures. At the conclusion of the 11th-grade year, members of the class are considered for induction. The Cum Laude Committee evaluates grades, rigor of academic schedule, and breadth of mastery. Furthermore, in alignment with the national organization's pillars of *diké* (justice), *timé* (honor), and *areté* (excellence), the committee will also consider the merit of a student's citizenship within the Deerfield community. A 12<sup>th</sup> grader may also be elected to Cum Laude just before graduation, with the committee weighing similar guidelines as were employed for the early inductees.

### ***Withdrawal Grading Policy***

Students who withdraw—or are required to withdraw by the school—before the end of a term are ineligible to receive numerical grades for their courses.

Students who miss more than 20% of classes in a term may be ineligible for credit, as per the 20% Rule.

### ***Pass/Fail Status***

On rare occasions the Academic Affairs Office may compel a student to receive P's (pass) and F's (fail) in single courses or all courses in a term. Pass/fail status is instituted only by the Academy via the Academic Affairs Office in extenuating circumstances. Students or families cannot invoke it. If a student repeatedly moves to pass/fail status in multiple courses due to attendance records the school reserves the right to withhold academic credit or to place the student on Enrollment Review.

## **Academic Support**

Deerfield Academy instructors seek to provide students with the tools and environment to facilitate formative learning. They do this through knowledge of the subject, pedagogy, and support of students. On occasion, students may need additional support outside the classroom to assist in their learning and comprehension.

The Academic Affairs Office and the Director of Academic Support work with teachers and families when extraordinary academic support is warranted. The Director of Academic Support may recommend extra help from teaching faculty, peer tutors, approved independent tutors, or learning disability testing and specialized support.

### ***Teacher Support and Extra Help***

When needing academic support, students should self-advocate and are encouraged to first reach out to their teachers. Teachers at Deerfield often offer extra help outside of the class day through one-on-one sessions or regular cohort sessions with open questions.

### ***Peer Tutoring***

Peer tutors are highly qualified, vetted students who will meet one-on-one with another student to help them with a specific course. Peer tutors are available in the evenings throughout the school year.

### ***Independent Tutoring***

The Academic Affairs Office may recommend independent tutoring from a list of approved tutors. The Academic Support staff will work with the student and family to facilitate tutoring services.

The Deerfield Academy Independent Tutor Policy states that:

- All tutors must be listed on the “Approved Tutors” list in the Academic Affairs Office
- All tutors must comply with the “Approved Tutors’ Agreement”
- Tutors will regularly provide the Academy with tutoring client lists

### ***Academic Accommodations***

The [Deerfield Policy on Academic Accommodations](#) details Deerfield Academy's policy on academic accommodations for students with documented learning disabilities.

### ***Academic Standing and Student Review***

Representatives of the Academic Affairs Office, the Student Life Office, and the Health Center meet at the end of every term to review the records of those students for whom there are academic or student life concerns. The Committee is co-chaired by the Dean of Studies and the Dean of Students, and it is composed of the Head of School, Associate Head of School for Student Life, Dean of Academic Affairs, Dean of College Advising, Class Deans, Director of Academic Support, Director of Medical Services, and Director of Counseling, with input from teachers and advisors. The Committee is responsible for identifying students who are experiencing difficulties at school (in or out of the classroom), recommending ways to help them strengthen their performance, and suggesting a plan for support moving forward.

The Academy reserves the right to dismiss a student at any time for academic reasons at the recommendation of the Student Review Committee.

## Academic Integrity

Academic integrity is of the utmost importance at Deerfield Academy and must be one of the guiding principles in the life of every student. At the core of academic integrity is a bond of trust between teacher and student. **By affixing their name to a piece of work, students pledge that, unless properly cited, the work is entirely their own.**

Academic dishonesty in all its various forms can be broad and complex, and no policy on academic integrity can list and describe every possible transgression. The Academy expects that each student will work to understand this complexity and will adhere to the highest standards of honesty. If there is doubt about the guidelines for academic integrity, students should discuss questions with a teacher.

Our academic integrity policy extends to all national tests or exams a student takes during their time at Deerfield. This includes but is not limited to, the SAT, the ACT, and Advanced Placement (AP) exams.

***If you have a doubt about the guidelines for academic integrity, you should discuss your questions with a teacher.***

Deerfield expects you to understand and work within the guidelines described below. Violations of the letter or the spirit of these guidelines will be reported to the Dean of Studies and will be grounds for disciplinary or non-disciplinary action.

The examples that follow are for explanation and not for limitation.

### ***Plagiarism Defined***

Plagiarism (Latin: **plagiarius**, kidnapper of a child) is the use of another person's or artificial intelligence (A.I.)-generated ideas or work without proper acknowledgment. If you need information about how to properly credit or document a source, please consult your teacher for their preferred resource.

***If you are ever in doubt about attributing others' words or ideas, document your source.***

Plagiarism usually occurs in two forms: 1) copying and 2) receiving outside writing help. The first form of plagiarism (copying) may consist of the following:

- Copying or gaining any other advantage from another student during a quiz, test, or examination situation;
- Exact copying of an author's or A.I.-generated text without the use of quotation marks;
- Using an author's or A.I.-generated words, sentences, or passages—even with omissions or changes in wording—without proper acknowledgment;
- Rearranging the words or sentences of one or more authors or A.I.s;
- Using an author's or A.I.-generated argument or points from an argument without proper acknowledgment, thereby and representing them as one's own.

The source of the plagiarized material may, for instance, be another student's paper, a

conversation with a peer, an exchange with a tutor or parent, an encyclopedia, a scholarly text, an **internet site**, or **A.I.**; the source does not change the degree or seriousness of the plagiarism.

The second form of plagiarism occurs when students receive unacknowledged help in preparing an assignment. Such outside help includes proofreading, editing, and assistance from, but not limited to, parents/guardians, proctors, tutors, classmates, or A.I. While students are encouraged to discuss assignments with faculty and other students, all work and writing should be their own. Again, when in doubt, students should acknowledge any help they receive. Students occasionally benefit from cooperative and collaborative learning; however, when work is submitted by teams or individuals, each student must be able to independently explain and defend the claims and ideas presented and must acknowledge the collaboration.

**A student will receive a failing grade for any assignment in which plagiarism occurs.** In order to ensure adherence to this policy and to resolve questions of authorship, the Academy reserves the right to electronically screen papers, gain access to student computer files and other submitted work for authenticity.

If a student withdraws from Deerfield pending a Community Values Council meeting, the school reserves the right to assign a failing grade to the academic work in question.

***As of Fall Term 2023, students are prohibited from using A.I.-generative tools for academic work unless under direct instruction from faculty to do so. If a teacher explicitly allows students to use A.I., students must cite it and include all prompts they used in their process and in their submitted product.***

**\*\*\*\* Again, if you are in doubt, acknowledge any help you receive. \*\*\*\***

### ***Library Use:***

In fairness to other users, and out of respect for the institution, library materials must be recognized as common and vital property of the academic community. Hence, all rules concerning the checking out of circulating materials and limitations on journals, magazines, newspapers, and reference materials must be observed. Any action which unfairly limits access to library resources, or any willful defacement or destruction of library materials, will be considered a serious breach of academic integrity.

### ***Misuse of Computers:***

Misuse of computers, the school's network, or other information resources can constitute a serious breach of academic integrity, in addition to possibly violating other school rules such as harassment or vandalism.

Examples of misuse of technology which may constitute academic dishonesty include but are not restricted to the following:

- Gaining unauthorized access to any computer or computer system.
- Tampering with any files or data stored on an individual computer or on the network, especially when this impedes the academic work of others. This naturally includes any of the library's computer systems.

- Vandalism of computer hardware including theft, damage or disfigurement, and manipulation of computer software, especially when this impedes the academic work of others.

### ***Submission of the Same Work for Two Courses:***

When a student submits work to a teacher in a course, the teacher expects the work to be completed and submitted for credit only in that course. If a student attempts to submit the same work or substantially the same work in two different courses, this dual submission violates the teacher's trust. Using the same assignment for credit twice is a shortcut that gives an unfair advantage to that student. Just as a writer cannot submit the same piece for publication in two separate magazines, a student cannot receive credit for a single assignment twice. A student is credited for completing a course only when they have met in good faith all the requirements of and for that course specifically.

In cases, however, where overlap between assignments in two different courses might lead the student to perform fruitful, inter-disciplinary work, the student may submit the same assignment for credit provided that the student obtains advance approval from both teachers. In this situation, the teachers might reasonably attach additional expectations reflecting the assignment fulfilling two courses' requirements. Likewise, when assignments in two courses seem redundant, both instructors might agree in advance to accept the same work for credit but again, the teachers may decide to increase expectations regarding the length and scope of the assignment.

### ***Access to Electronic/Smart Devices:***

During any quiz, test, examination, or graded work, students may not access any electronic or smart device or resource unless explicitly allowed by their teacher or by a documented academic or medical accommodation. Prohibited devices include—but are not limited to—phones, tablets, computers, smart speakers, smart wearables (watches, glasses, headphones).