



## DEERFIELD ACADEMY

Academic Affairs Office

October 30, 2024

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

Dear Students,

This email has important information about the last two weeks of the Fall Term. Please read it carefully.

#### 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 on Canvas from each of their teachers by **November 5** 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 November 5 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, November 8 and Friday, November 15.

#### 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. Dean of Studies [Ms. Lydia Hemphill](#) 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 during the last two weeks of the term, and an additional day will be offered during the last week of the term.

#### **Testing Study Hall Hours**

- Week of November 11: Monday, Wednesday, and Thursday evenings, from 7:45-9:30pm
- Week of November 18: Monday, Tuesday, Wednesday, and Thursday evenings, from 7:45-9:30pm

Testing Study Hall is held in Koch Classroom 303. Students should arrive at the beginning of the session.

#### Deadline for Fall Term Class Work

All students must complete and submit their class work for each of their courses by the end of the term (**November 22 at 12pm ET**), unless the student has an incomplete grade approved by [Ms. Hemphill](#) in the Academic Affairs Office.

### Reminders about Academic Integrity & Use of Artificial Intelligence

As a reminder, students are prohibited from using artificial intelligence (AI)-generative tools for student work (including AI editing services) unless under direct instruction from faculty to do so. If a teacher explicitly allows students to use AI, students must cite this and include all prompts they used in their process and in their submitted product.

### 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.

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 (November 22 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](#). 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 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 Fall Term is available on the [Class Schedule Calendar](#), please look at the week of November 11 & 18. Please note the Special Schedule on Friday, November 22.

### Cocurricular & Athletics during the Last Two Weeks of the Term

You can view the [cocurricular schedule for the last two weeks of the term online](#). Please contact your cocurricular supervisor/coach if you have any questions about your cocurricular or need more information.

### Term-end Grades

Grades will be posted on [DAinfo](#) the afternoon of Monday, November 25.

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

*Hannah White*

(she/her/hers)

Administrative Assistant to the Academic Affairs Office

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