Academic Affairs Office Handbook 2026-2027

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Contents

Academic Affairs Handbook *3*
Student Section *4*
Graduation Requirements *4*
Course Load Requirement 4
Academic Requirements 4
Graduation Requirements 4
Course Requests *7*
New Students 7
Current Students 8
Course Change Requests 8
Classroom Policies *10*
Course Expectations 10
Attendance 10
Request to Miss Classes 11
Wearables and Wearable Technology 13
Homework 13
The Last Two Weeks of the Term 14
Grading *17*
Grading Scale 17
Honor Roll 17
Cum Laude 17
Withdrawal Grading Policy 17
Pass/Fail Status 17
Unexcused Class Absences on Assessment Days 18
AP Exam Policies *19*
AP Exam Limits 19
AP Exam Cancellations 19
Academic Support *20*
Teacher Support and Extra Help 20
Peer Tutoring 20
Independent Tutoring 20

Academic Accommodations **21**
Academic Standing and Student Review **21**
Academic Integrity ***22***
Plagiarism Defined **22**
Library Use: **23**
Misuse of Computers: **24**
Submission of the Same Work for Two Courses: **24**
Access to Electronic/Smart Devices: **24**
Student AI Academic Guidance: **25**

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 2026-2027, 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).

Student Section

Graduation Requirements

Course Load Requirement

Students must take at least five graded courses during each term of their Deerfield careers, even if they have satisfied their graduation requirements. 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 9th and 10th 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 through the end of 12th (or PG) grade. Successful completion includes proper attendance and a passing course-end grade.
- Participation in a cocurricular program each term.

Graduation Requirements

- Ninth, tenth, and eleventh graders must complete a three-term English course each year. One-year 12th graders, postgraduate students (PGs), and NCAA Division I or II hopefuls must also take three terms of English. All other 12th graders are required to take at least two terms of English, with the third term in either English, History and Social Science, or Philosophy and Religious Studies. Taking multiple English courses in a single year does not count toward fulfilling the requirement for a different year.
- 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 focused outside of the United States in either 9th or 10th grade; one focused on the United States, usually taken in 11th grade. Students who have satisfied the United States requirement prior to 11th grade must take at least two terms of history or social science that year.
- Two laboratory science courses.
- Two terms of graded visual or performing arts OR two 3-term or 2-term pass/fail VPA courses (not required of 1-year students).
- One term of philosophy or religious studies (not required of 1-year students).

*Ninth through eleventh-grade students must complete all academic requirements to the fullest extent possible based on their years of attendance. Any exceptions require approval from the Academic Affairs Office. Students who have previously attended another high

school may be eligible for transfer credit in certain courses, pending review by the Academic Affairs Office.

Health Seminar

All 9th and 10th 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 9th 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 11th 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 11th 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 must not undertake any special preparation nor receive any help (from another person, AI, or from any online resources) 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 (from another person, AI, or from any online resources) 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, which includes the prohibition on using AI. Incoming students must adhere to these academic integrity policies when taking any placement tests prior to matriculation. Any violations of our academic integrity policy will be reviewed and adjudicated by the Dean of Studies.

Please note: Students of Deerfield faculty members will not be placed in a class section taught by their parent unless there are no other options. These guidelines will also apply to single-section, single-teacher electives that are not imperative graduation requirements when other course options are available to the student.

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.

Please note: Students of Deerfield faculty members will not be placed in a class section taught by their parent unless there are no other options. These guidelines will also apply to single-section, single-teacher electives that are not imperative graduation requirements when other course options are available to the student.

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: Level changes may be made through the class week midterms are released in the Fall Term. In Math and Language only (not Science), course changes may also be made in the week *after* the Fall Term ends.

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

Requirements: Level change requests must be initiated by the instructor or Associate Department Chair. Students may not initiate level changes. Instructors should be mindful that necessary collateral changes may disrupt students' entire schedules.

Grades: Students who make course changes will receive midterm or term-end grades based on the work completed in the course they are currently enrolled in.

Consulted Course Change Period
Dates: The first full week of classes (Saturday after the first three days of classes - Sunday at the end of the first full week of classes, see the Academic Affairs calendar for the exact dates and times).
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 the first week of classes (deadline Sunday of first week).
Eligible courses: Math and Language courses on the leveled-course list.
Requirements: Course change request submitted by teacher of the course or Associate Department Chair (not advisor).

Consulted Course Change Period
Dates: The first week of classes for Winter or Spring Term (deadline Sunday 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 6th course

Students can submit a request to drop a 6th year-long or two-term course during the Level Change Period of Fall Term. Students may also drop at the end 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

(Level changes through the week midterms are released in the Fall Term)
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 within the first 15 minutes of class, and students are expected to be in class for every class meeting. 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 the *Deerfield Academy Student Handbook* 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 eight-day limit are rarely permitted and must be approved in advance through the Academic Affairs Office.

Partial days are considered full days (i.e., missing one or two classes on three separate days is considered three days of the eight day maximum), so students should make requests with this calculation in mind.

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, cocurricular). 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 far in advance as possible.

If a student returns early and does not use all the Request to Miss Classes days they were approved for, it is the student's responsibility to alert the Academic Affairs and Student Life Offices of their early return so their allotted days can be adjusted accordingly.

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 (incomplete grades 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.

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 11th and 12th graders. Prior to 11th 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 11th 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 cannot miss more than a combined total of eight class days during the academic year (no more than six days missed per term) for college visits, Pursuits of Excellence, or other commitments approved by the Student Life Office (outlined in previous pages of The Handbook); 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.

Wearables and Wearable Technology

Students are prohibited from using wearable technology (like Bee watches, Meta glasses, and Vision Pro goggles) to create audio and video recordings without the explicit consent of those who are being recorded. This includes–but is not limited to–all classroom conversations and presentations.

As well, students are prohibited from using wearable technology to access content of any kind during classes, assessments, or in any other academic setting.

Using wearable technology to violate, enable violation, or facilitate violation of other school rules–including those that apply to cell phones–is also prohibited.

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 an accelerated or honors class (i.e., with a course number ending in 5 or 9) is 70 minutes

Homework Over Vacations and Breaks

Teachers may assign homework over vacations and other breaks from school but the maximum homework limit per class meeting policy still applies (i.e., one night's worth of

work).

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 in Canvas with at least two weeks of 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 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 (approximately 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 must do this by writing an email addressed to all teachers involved, so that there is common agreement about the work involved, making clear 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.
9th, 10th, and 11th 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. Students and families receive midterm narrative comments in the Fall and Winter Terms and term-end comments in the Spring Term.

Honor Roll

An Academic Honor Roll is determined at the conclusion of each term. 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 12th 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 20% or more 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.

Unexcused Class Absences on Assessment Days

If a student has an **unexcused** class absence on the day of a scheduled, timed in-class assessment, the teacher must penalize the student with a 10% deduction of the student's assessment grade.

AP Exam Policies

AP Exam Limits

Many students at Deerfield elect to take AP exams as part of their learning journey and as one way to demonstrate content mastery in their college applications. We must balance students' AP exam preparation and time with their required engagement in Deerfield courses through the end of the year. By limiting the number of AP exams a student may take each year, we help ensure they do not overextend themselves and tip the balance too far toward AP exams.

Students must adhere to the following limits for AP exams:*

- 9th grade: 2 exams per year
- 10th grade: 3 exams per year
- 11th and 12th grade: 5 exams per year

One exam per year can be a self-study or a non-curriculum-associated exam. All others must be curriculum-associated exams (see list below).

Curriculum-associated AP Exams

Arts
2D Art and Design
3D Art and Design
Drawing
Music Theory

History & Social Science
European History
US History
Seminar
Macroeconomics
Microeconomics

English
English Literature
English Language

Science
Biology
Chemistry
Computer Science A
Environmental Science
Physics 2
Physics 2: Mechanics
Physics 2: E&M

Math
Calculus AB
Calculus BC
Statistics

Language
Chinese
French
Latin
Spanish Lang

*Students may petition the Academic Affairs Office to go over the limit in a given year. To do so, students must contact the Dean of Studies by the posted deadline on the Academy calendar.

AP Exam Cancellations

Students who cancel an AP exam after the November registration deadline but before April 15 will receive a refund for their exam registration fee minus a $40 cancellation fee. Students who cancel an AP exam after April 15 or who do not attend their AP exam will not receive any refund for their exam. Students may cancel their exams by emailing the Testing Coordinator at testingcoordinator@deerfield.edu.

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 offer extra help outside of the class day through one-on-one sessions or regular cohort sessions with open questions. Teachers are available on Tuesdays from 10:05-10:50 a.m. and during at least one other hour each week. Students will find these additional times and locations on course Canvas pages.

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, Assistant Head of School for 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 integrity is a precondition for deep learning, a fact made obvious since the proliferation of generative artificial intelligence tools. While AI holds great promise for business productivity and advanced research, it can disrupt the acquisition of foundational skills required for success in professional life. While businesses and many professions prize speed, efficiency, and perfection, learning requires contemplation, friction, and mistakes. Deerfield teachers craft educational experiences made effective only through productive struggle and deep engagement. While using AI to complete an assignment may appear a smoother, faster means to an end, it instead leads away from true learning and the riches of a Deerfield education.

To protect student learning, Deerfield prohibits the use of generative AI tools (including AI-powered editing services) to prepare or complete academic work except in a small number of "AI-integrated" courses and in the AI Lab. Violations of this policy will be treated as academic dishonesty.

In AI-integrated courses and the AI Lab, students may use AI tools only as instructed by their teachers. Confidential, sensitive, or personally identifiable information must never be entered into AI models, including, but not limited to: names, birthdates, social security or ID numbers, passwords, addresses, phone numbers, and personal health data.

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 also extends to college applications, personal essays, leadership applications, and all national tests or exams that a student takes during their time at Deerfield. This includes, but is not limited to, the SAT, the ACT, and Advanced Placement (AP) exams.

Deerfield expects students 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 a formal response.

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 AI-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 AI-generated text without the use of quotation marks;
- Using an author's or AI-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 AIs;
- Using an author's or AI-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 **AI**; 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 AI. 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.

Students are prohibited from using AI-generative tools to prepare or complete academic work unless under direct instruction from faculty in a designated AI-integrated course or the AI Lab.

**** ***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.

Important Note: Students are expected to use their Deerfield-issued laptops for all academic work. Deleting or otherwise obscuring internet search histories, or wiping a computer of its memory, is not permitted and will be considered a breach of academic integrity.

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, interdisciplinary 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).

Student AI Academic Guidance:

Never use generative AI tools to prepare or complete academic work unless under direct instruction from your teacher in the AI Lab or an AI-Integrated course.

When your teachers have permitted you to use generative AI to assist in the creation of materials, content, or processes, you must cite it appropriately. When in doubt, cite!

Confidential, sensitive, or personally identifiable information should never be entered into AI models, including, but not limited to, names, birthdates, social security, or ID numbers, passwords, addresses, phone numbers, personal health data in any AI prompt.

Violations of this policy will be treated as academic dishonesty.

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