

Communication regarding Academic Calendar for 2020-21 & Examination Policy

Dear Colleagues,

We are writing to clarify policies regarding assignment due dates and deadlines in Academic Year 2020-21, given the temporary adoption of 10 week quarters with no final exam period. Although the academic calendar has been altered, all existing university policies for assigning exams, papers and projects remain unchanged. The following provides guidance on examination and assessment policies for the upcoming year:

Academic Calendar 2020-21: The Faculty Senate approved a revised Academic Calendar for 2020-21 for both graduate and undergraduate classes to respond to the impact of the pandemic on our community, both instructors and students. The calendar for general instruction includes four 10-week quarters (Autumn, Winter, Spring and Summer). Some Stanford graduate and professional school programs have their own calendars, which are not affected by this action. The complete Academic Calendar for 2020-21 can be found on the Registrar's website (<https://registrar.stanford.edu/academic-calendar>).

End of Quarter Period and Examination Policy: The 10-week quarter approved by the senate does not include a dedicated end-quarter period (aka 'Dead Week') or an end-quarter final examination period. While it is clear from the policy that there are no 3-hr final exams in week 11, questions have arisen about final projects and papers. The university defines a final paper or project as a type of final exam (the End Quarter examination policy can be found on the Registrar's website: <https://registrar.stanford.edu/end-quarter-period-and-examination-policy>). Therefore, final papers and projects are subject to the same policies as final exams and cannot have a due date later than the end of week 10. While traditional 3-hour final exams are not allowable this year, in-class final assessments may be scheduled during the last class period. This policy applies to both undergraduate and graduate courses.

Extensions to Deadlines: Existing policies allow instructor discretion to grant extensions to students on individual assignments, *including* granting an extension beyond the last day of the quarter to the last assignment of the class. This year, the last day of each quarter is the last day of week 10. Instructors also have discretion to extend a due date for the entire class. The purpose of such extensions is to give instructors the flexibility to respond to unexpected circumstances that necessitate special accommodations for an individual student or an entire class. If an instructor grants an extension, then the due date should be before the grading deadline for the quarter. Students should request an Incomplete if extensions are granted past the grading deadline.

Incompletes: Instructors retain the ability to grant an Incomplete upon request by a student (<https://registrar.stanford.edu/students/definition-grades>). Per policy, the 'I' is restricted to cases in which the student has satisfactorily completed a substantial part of the course work.

Instructors should not issue an 'I' absent student request, nor should they issue an 'I' wholesale to all students enrolled in a course.

We hope this information is helpful to you. Thank you for the hard work you are doing to prepare for Autumn quarter.

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