

# Procedures for the Conduct of Courses at Princeton University

Described in this document are Princeton University's procedures for the conduct of courses, including scheduling, tests, examinations, and grading. This information is compiled by the Office of the Dean of the College and the Office of the Registrar.

1. **Standard course hours**
  2. **Honor Code for tests and examinations**
  3. **Tests during the term**
  4. **Final examinations**
    - 4.1. **Schedule**
    - 4.2. **Verifying receipt of examinations**
  5. **Extensions of end-of-term work and examinations**
  6. **Grades**
    - 6.1. **Final grades**
    - 6.2. **Grade changes**
    - 6.3. **Grades of final examinations**
    - 6.4. **Student access to grade information**
  7. **Course evaluations**
  8. **Contact information**
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## 1. Standard course hours

Standard course hours for lectures, classes, and laboratories are defined by the Faculty Committee on Classrooms and Schedule. Departments schedule courses within the standard periods and strive to distribute courses throughout the day. Exceptions to standard course hours are rare and require approval by the Registrar acting for the Committee.

## 2. Honor Code for tests and examinations

**All in-class tests and examinations are administered under the provisions of the**

**Honor Code.** Under the Honor Code, members of the faculty do not proctor in-class examinations. After distributing the test or exam materials and answering any questions from students, the faculty member should leave the room.

Students may not take examination materials out of the designated examination room without the permission of the faculty member. (Permission to take examinations elsewhere, if granted to one student, must be granted to any others who request it as well.)

**Smoking is not permitted in University classrooms.**

Students should sit in alternate seats insofar as possible. **Laptop computers as well as hand-held electronic communication devices (e.g., cell phones, iPods, iPhones, BlackBerries, CD and MP3 players, etc.) are forbidden in final examination rooms.** Students may leave the examination room for short breaks, provided they do not take examination materials with them.

The faculty member should return to the examination room at the end of the examination period to collect the examinations directly from the students. (Arrangements should be made for the collection of examinations from students who finish early so that completed examinations are never simply left unmonitored in an examination room.) Only the three hours allotted by the Committee on Classrooms and Schedule may be used for a final examination. **STUDENTS MUST WRITE AND SIGN THE HONOR PLEDGE IN FULL ON THE COMPLETED EXAMINATION PAPERS.**

### **3. Tests during the term**

**Tests during the term** are given during regular assigned class hours. Several departments that offer multiple-hour courses (chemistry, economics, physics, and mathematics) combine sections for specially scheduled midterm exams during evening hours of midterm week. Midterm exams scheduled outside normal course hours may conflict with regular class meetings in other courses; because students do not have the option of rescheduling classes, evening midterms must be administered at a different time for those students who have course conflicts. If you require a midterm test during midterm week outside of normal class hours, please contact the Office of the Registrar for scheduling.

## 4. Final examinations

**4.1. Schedule:** The final examination schedule at the end of each term is set by the Office of the Registrar acting for the Faculty Committee on Classrooms and Schedule. The exam schedule is developed following the last day to add a course and is released mid-October.

**4.2. Verifying receipt of examinations:** You should immediately check the examinations against the current class roster in order to ascertain if all exams were received. Please contact the Office of the Registrar immediately if any student who was expected to take the exam did not complete the exam by the end of the scheduled period.

## 5. Extensions of end-of-term work and examinations

For individual students, extensions beyond the University deadlines for papers or projects due at the end of the term or postponements (or any adjustment) of final examinations for more than 24 hours may be granted only by students' residential college deans or directors of studies, in consultation with the faculty member in charge of the course. Adjustments within 24 hours of a scheduled examination may be made by the Registrar (8-7242). **DO NOT MAKE SPECIAL ARRANGEMENTS OF YOUR OWN WITH YOUR STUDENTS FOR LATE SUBMISSION OF WORK** -- individual arrangements of this kind cause great difficulty and are unfair to other students. Applications for late completion of a course are available from the deans and directors of studies in the residential colleges. THE REGISTRAR RECORDS UNAUTHORIZED INCOMPLETES AND MISSING GRADES AS "F."

## 6. Grades

**6.1: Final Grades** are reported electronically to the Office of the Registrar. **Failure Statements** must be submitted for all failing final grades and **A+ Statements** must be submitted for all undergraduate final grades of A+. All procedures and forms for reporting grades are available online. You will receive grading instructions in November.

**6.2: Grade changes** may be requested only by the instructor in charge of the course and may be granted only by the Committee on Examinations and Standing based on an adequate statement of the grounds for the request. Faculty submit grade changes online.

**6.3. Grades of final examinations:** Members of the faculty should **discuss results of final examinations** with any student who requests it. Many instructors return examinations to students immediately after grading; instructors should keep unreturned examinations for one year.

**6.4 Student access to grade information:** Students who have completed the online course evaluation process have electronic access to final grades as soon as members of the faculty submit them.

## **7. Course Evaluations**

Faculty have access to their course evaluation results after submitting grades.

## **8. Contact Information**

If you have questions about these procedures, please do not hesitate to call the Office of the Dean of the College (8-5520) or the Office of the Registrar (8-3361).