January reading and examination periods are part of the teaching semester. We write to call to your attention three important regulations that pertain to these periods in our schedule.

1. **The final work of the semester** (term paper, in-class final examination, take-home exercise, or other project) **must not be due before Christmas**. Students are entitled to use the time set aside in January for this purpose. If your course is organized without a separate, culminating assignment (e.g. the student simply submits a weekly paper or takes a weekly test), the work must still continue into January. If you have any questions about end-of-term deadlines and procedures, please contact the Dean of the College.

2. **Members of the faculty may hold classes during Reading Period.** If you expect to do so, and if you have not indicated it on your syllabus, please notify your students now so that they can make their work and travel plans accordingly.

3. **Members of the faculty are expected to be on the campus and available to their students during the reading and examination periods.** This is particularly important as students prepare the final work in their courses. If unusual circumstances require you to be out of town for several days in January before the final work in your course is due, please make special arrangements with one or more of your preceptors to handle questions from students who may need assistance, and make sure that those arrangements are known to the students in your course and to the chair of your department. (It is also the case, of course, that juniors and seniors need access to their independent work advisers in January.)

Thank you for your attention to these important matters.

cc: President Christopher L. Eisgruber
    Provost David S. Lee