

To: Members of the Faculty

From: Mary Callahan, Senior Associate Dean and Registrar

Re: Final Exam Scheduling



Final exams are an important part of MIT's curriculum. The Schedules Office contacts departments well in advance of each term to ask if an exam will be offered for your subjects and how long each exam will be. Our collective success depends on the effective use of the exam period mandated in Section 2.11 of [Rules and Regulations of the Faculty](#): a 5-day final examination period at the end of the fall term and a 4-day period at the end of the spring term.

The following guiding principles seek to reduce stress on students while also yielding a reasonable schedule for faculty. I ask that you keep these in mind as you formulate your plans:

- Final exams may occur at any point during the examination period, in accordance with Section 2.11 of *Rules and Regulations of the Faculty*.
- The Faculty have a collective responsibility to all of MIT's students, not just those whom they teach.
- The final exam schedule is optimized to minimize direct exam conflicts for students and reduce the need for students to take more than one exam in a day. Period assignments will attempt to be as equitable as possible for Faculty.

Please contact schedules@mit.edu if you have any questions, or visit our [website](#) for more information.

Thank you for your help and cooperation.