

## **Hamilton College Policy on Events During Reading Period and Final Exams**

Hamilton College is committed to supporting student success by ensuring that the Reading Period and Final Exams remain focused on academic preparation and performance. This policy clarifies what types of events and activities are permitted during these periods to minimize disruption for students.

### **Reading Period**

Purpose:

The Reading Period is intended for quiet, self-directed student study and preparation for final exams and final projects. Activities should support, not detract from, this purpose.

Permitted Activities:

- Optional Academic Support:
  - Voluntary review sessions or faculty-led study groups (attendance must be optional).
  - Faculty office hours and informal academic discussions.
- Required Presentations (e.g., senior theses, final class presentations):
  - May only be scheduled on the first day of the Reading Period. In the Spring, the first reading period day after the end of classes may be used.
  - Any required academic activity beyond that date must take place during the designated final exam period.
  - Faculty must clearly state in their syllabus if they plan to schedule a required event during the first day of the Reading Period.
- Public Presentations or Events during Finals:
  - Must occur in non-academic spaces (e.g., Bristol Center, Burke Library).
  - Presentations in Taylor Science Center are allowed only if no exam is scheduled in adjacent rooms, particularly SCCT 1004.

Space and Support Guidelines:

- Activities should be held in spaces that avoid disrupting study environments.
- Events with food or high interaction should take place in lounges, non-study areas, or private classrooms.

- Audiovisual Services (e.g., Zoom, recordings, tech setup) are not available during the Reading Period.
- Catering from Parkhurst is allowed during the Reading Period.

### **Final Exam Period**

#### Adherence to Exam Schedule:

- Faculty must use the Registrar-assigned final exam times for any required in-person assessments.
- Exceptions require advance approval from the Dean of Faculty and must not conflict with other exams or cause disruption.

#### Activity Restrictions:

- No events (e.g., poster sessions, group meetings, presentations) may occur in or near classrooms or common academic spaces being used for exams or study.
- The Taylor Science Center atrium may be used only if no concurrent exams are scheduled nearby, especially in SCCT 1004.

#### Event Location and Noise Guidelines:

- No events involving food, large gatherings, or discussion are allowed near exam or study spaces.
- All public events must occur in designated non-academic buildings (e.g., Bristol Center).
- Catering through Parkhurst is not available during final exams.

#### Extended Exam Activities:

- Extended final presentations or assessments must fit within the assigned exam time block.
- Faculty must get pre-approval from the Dean of Faculty if more time is needed.
- Extensions may not overlap with other scheduled exams or activities.

### **Summary of Key Restrictions**

<b>Activity</b>	<b>Reading Period</b>	<b>Final Exams</b>
Mandatory Academic Presentations	Only on Day 1	Must occur during final exam block
Optional Academic Support (study sessions, office hours etc..)	Allowed	Allowed, if non-disruptive
Public Presentations	Non-academic spaces only	Non-academic spaces only
Events in Academic Spaces	Allowed if no nearby exam	Allowed if no nearby exam
Food Events	Allowed (non-study spaces)	Allowed (non-study spaces)
AV Services	Not available	Not available
Parkhurst Catering	Available	Not available