TO: Teaching Faculty  
FROM: Danette Ifert Johnson, Provost  
Re: Reminders for Fall Term 2019  

September 5, 2019

1. Please meet classes at assigned times and locations as listed on the class schedule. This may seem obvious but it means that you cannot change rooms without the approval of the Registrar’s Office. All room change requests will be reviewed and, if possible, changed effective the second week of classes. When meeting your class in an impromptu location (e.g. outdoors), please inform your Office Coordinator so students can be contacted in the event of an emergency.

2. The Registrar will enforce enrollment ceilings and manage class enrollments and sizes. However, any questions about enrollment limits should be directed to Provost Danette Ifert Johnson in the Provost’s Office and not the Registrar’s Office.

3. Students will not be permitted to enroll in two courses that have scheduled time conflicts. An independent study, in lieu of one of the courses, would be the only option for this situation.

4. Reservations or changes for classrooms are made as follows:
   - Class scheduling: complete the form at https://reason.kzoo.edu/registrar/roomchange
   - Event scheduling: through portal EMS Facilities Calendar, bookaroom@kzoo.edu

5. 10:55-11:55 a.m. each Friday is reserved for Community Reflections/Convocation. Room reservations and general campus announcements will not be made for other events during this time.

6. Please send an electronic copy of each of your syllabi to your departmental Office Coordinator by the end of third week (October 4). This can be done as an email attachment.

7. Please post and maintain sufficient office hours so those students with a variety of schedules will have adequate access for help with courses, academic counseling, or other advice and help. Please be sure to schedule extra hours during sixth and seventh weeks for Advising Days. Winter term registration is October 28 – November 8.

8. If you must be away from campus during a normal class week, make prior arrangements with your department chair (or Associate Provost if you are a department chair) to ensure coverage of your course responsibilities and other obligations.

9. The Kalamazoo College Honor System relies on faculty members to make clear the conditions under which class work, examinations, papers and other projects are to be conducted in specific courses. Please do not assume that students will know what “proper attribution” means—discuss this matter very early in each course and issue a written statement whenever possible. With more and more collaborative work being done for classes, it is also a good idea to be explicit about when collaboration is and is not acceptable, and what type of collaboration is acceptable for various assignments. Any time you have a question about policy or think you may have encountered a violation of policy you should contact the office of the Dean of Students.

10. Final Exams: Sunday, November 24 – Tuesday, November 26. If a final exam is given, it should be given at the time scheduled by the Registrar. Final exams are not to be given during the last week of classes. Final Exam schedule is at https://reason.kzoo.edu/registrar/exams/.

11. Thursday, November 28 and Friday, November 29, Thanksgiving Holiday (College offices closed).

12. Final grades are due Wednesday, December 4 by NOON.
Faculty Meetings and Events Calendar
Please visit www.kzoo.edu/provost/ for updates and additions to this calendar.

September
2 Labor Day
10 Fall Colloquium, 8:30 am, Banquet Room
10 Advising Practicum, 1:00-2:30 pm, Banquet Room
10-15 First Year Orientation (Convocation 3pm)
16 Fall term classes begin
23 All Campus Gathering, 10:55 am, Dalton Theatre, Fine Arts Bldg.
23 Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall

October
2 Fall Advising Gathering, 10:55 am – 11:55 am, Banquet Room
2 Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall
18-20 Homecoming Weekend
21 Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall
25 Mid-Term Break Day (no classes)
30 Department Chairs Meetings, 4:10 pm, Olmsted Room, Mandelle Hall

November
7 Honors Lecture – 4 pm, Olmsted Room, Mandelle Hall
8 Honors Convocation, Stetson Chapel (academic processional)
8-10 Family Weekend
13 Department Chairs Meeting, 4:15pm. Olmsted Room, Mandelle Hall
18 Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall
22 Last day of classes
24-26 Final Exams
28-29 Thanksgiving Holiday, College offices closed

December
4 Grades due by noon

January
6 Winter term classes begin
13 All Campus Gathering, 10:55 am, Dalton Theatre, Fine Arts Bldg.
13 Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall
20 Martin Luther King, Jr. Day Convocation, 10:55 am, Stetson Chapel (no classes meet today)
22 Winter Advising Lunch 10:55 -11:55 am, Banquet Room
22 Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall

February
5 Declaration of Major Day, 10:55-11:55 am, Banquet Room
7 Mid-Term Break Day (no classes)
10 Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall
19 Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall

NOTE: Faculty Meetings are held on Mondays of 2nd, 6th, and 10th weeks of each term. For updates and other events, see calendars on the Hornet Hive and at: http://www.kzoo.edu/news/calendar-of-events, https://reason.kzoo.edu/Registrar/, https://reason.kzoo.edu/studev/, https://reason.kzoo.edu/theatre/, and http://hornets.kzoo.edu/composite)