TO: Teaching Faculty
FROM: Danette Ifert Johnson, Provost
Re: Reminders for Spring Term 2020 – Remote Learning Edition

April 1, 2020

1. The Registrar will enforce enrollment ceilings and manage class enrollments and sizes. However, any questions about enrollment limits should be directed to Associate Provost Laura Furge in the Provost’s Office and not the Registrar’s Office.

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

3. Due to the unusual nature of this term, please send an electronic copy of your final course syllabi (email attachment) to your department office coordinator by the end of tenth week (June 5).

4. Please provide sufficient opportunities for students to engage with you via email or other channels so that students with a variety of schedules and in a range of time zones will have adequate access for help with courses, academic counseling, and other advice and help. Please be sure to account for Advising Days during sixth and seventh weeks. Fall registration is May 11 – May 22.

5. If you become ill or are otherwise unavailable for an extended period (more than a day) during a normal class week, please notify your department chair (or Associate Provost if you are a department chair) to ensure coverage of your course responsibilities and other obligations. Please work now to identify another faculty member who might assist your students if you are ill for an extended period of time.

6. 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.

7. **Monday, May 25, is Memorial Day. No classes.**

8. **Final Exams: Sunday, June 7 – Tuesday, June 9. 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/](https://reason.kzoo.edu/registrar/exams/)

9. Final senior grades are due Thursday, June 11, by NOON; all others due Tuesday, June 16, by NOON.
**Faculty Meetings and Events Calendar**

Please visit [www.kzoo.edu/provost/](http://www.kzoo.edu/provost/) for updates and additions to this calendar.

### April
1. First day of classes, spring term
2. **Faculty Meeting, 4:10 pm**
3. Department Chairs Meeting, 4:15 pm, Microsoft Teams Conference Call
4. Founders Day
5. Department Chairs Meeting, 4:15 pm, Microsoft Teams Conference Call

### May
1. **Faculty Meeting, 4:10 pm**
2. Memorial Day (no classes)
3. Department Chairs Meeting, 4:15 pm, Microsoft Teams Conference Call

### June
1. **Faculty Meeting, 4:10 pm**
2. Last day of classes
3. Final Exams
4. Senior grades due by NOON
5. Senior Awards Ceremony followed by Department Receptions
6. Commencement
7. All other grades due by NOON

**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](http://www.kzoo.edu/news/calendar-of-events), [https://reason.kzoo.edu/registrar/](https://reason.kzoo.edu/registrar/), [https://reason.kzoo.edu/studev/](https://reason.kzoo.edu/studev/), [https://reason.kzoo.edu/theatre/](https://reason.kzoo.edu/theatre/), and [http://hornets.kzoo.edu/composite](http://hornets.kzoo.edu/composite)