TO: Teaching Faculty  
FROM: Michael McDonald, Provost  
Re: Reminders for Winter Term 2018  
January 9, 2018

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 Associate Provost Laura Furge 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](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 (January 26). 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 registration is February 19 – March 2.

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.


11. **Final Exams: Sunday, March 18 – Tuesday, March 20.** 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.

12. Final grades are due **Tuesday, March 27, 2018**, by NOON.
Faculty Meetings and Events Calendar
Please visit www.kzoo.edu/provost/ for updates and additions to this calendar.

January
8 First day of classes, winter term
10 Department Chairs Meeting, 4:15 pm, Olmsted Room
15 (no classes) MLK, Jr. Day, 10:50 am, Stetson Chapel
16 (Tuesday) Faculty Meeting, 4:10 pm, Olmsted Room
24 All Campus Gathering, 11:00 am, Dalton Theatre, Fine Arts Bldg.
31 Advising Lunch, 11:00 am -12 noon, Banquet Room

February
7 Declaration of Major Day, 10:55 –11:55 a.m., Banquet Room
9 Mid-Term Break Day (no classes)
12 Faculty Meeting, 4:10 pm, Olmsted Room

March
7 Department Chairs Meeting, 4:15 pm, Olmsted Room
12 Faculty Meeting, 4:10 pm, Olmsted Room
18-20 Final Exams
27 Grades due by noon

April
2 First day of classes, spring term
9 Faculty Meeting, 4:10 pm, Olmsted Room
18 Advising Lunch, 11:00 am -12 noon, Banquet Room
18 Department Chairs Meeting, 4:15 pm, Olmsted Room
20 Founders Day

May
7 Faculty Meeting, 4:10 pm, Olmsted Room
28 Memorial Day (no classes)
30 Department Chairs Meeting, 4:15 pm, Olmsted Room

June
4 Faculty Meeting, 4:10 pm, Olmsted Room
8 Last day of classes
10-12 Final Exams
14 Senior grades due by NOON
16 Senior Awards Ceremony followed by Department Receptions
17 Commencement
19 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,
https://reason.kzoo.edu/registrar/, https://reason.kzoo.edu/studev/, https://reason.kzoo.edu/theatre/, and
http://hornets.kzoo.edu/composite