

# The Faculty Messenger

OFFICE OF THE PROVOST



Hello, December

## NEWS AND INFORMATION:

**Reminder:** The IRB is reviewing all documents, procedures, and forms this year. If you have any comments or suggestions based on your experiences, please pass them on to Jami Peelle or Brad Hartlaub.

**New:** If you would like assistance in adding custom questions to your course evaluations, Michelle (Bailey House) and Joe M. (CIP, Olin Library) will be holding office hours on the following dates/times:

Mon 12/2	Tue 12/3	Wed 12/4	Thur 12/5	Fri 12/6
10am—Noon—Joe M. 1pm-3pm Michelle	11am - 2pm—Michelle 3pm-5pm—Joe M.	9am - noon—Michelle 3pm—5pm—Joe M.	11am—1pm—Joe M. 3pm-5pm—Michelle	10am—Noon—Joe M. 1pm-3pm—Michelle

- **Fall Semester Grades are Due before 10am on Monday, December 30th.**
- For a list of Frequently Asked Questions regarding final exams, please visit the Provost's Web Site, Handbooks and Policies, [Final Exam Policies](#). The Final Exam Schedule can be found on the [Registrar's Page](#).

## DEADLINES:

*Monthly*—Submit [Digital, Multimedia, and Regular Course Reserves](#) at least 2 weeks prior to date needed for classes

*December 15th*—Department Chairs submit Letters for Pre Tenure Reviewees

*December 30th*—Fall Semester Grades Due by 10am

## EVENTS:

# December 2013

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	Classes Resume	Course Evaluations Open for Custom Questions This Week			Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm  <a href="#">2nd Year Faculty Only:</a> 4pm Finn House	
8	9 Course Evaluations Begin 12:00am Faculty Meeting, Higley, 4:10pm <b>Dec. Grace Period</b>	10 <b>Dec. Grace Period</b>	11 <b>Dec. Grace Period</b> Kenyon Seminar: Monica Garoiu, 4pm, Evans	12 Faculty Lunch, Parish House 11:30am -1:30pm <b>Dec. Grace Period</b>	13 Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm Last Day of Classes/WL Deadline <b>Dec. Grace Period</b>	14 <b>Reading Days</b> <b>Dec. Grace Period</b>
15 <b>Reading Days</b> Course Evaluations End 11:59pm <b>Dec. Grace Period</b>	16 Final Exams	17 Final Exams	18 <b>Reading Day</b> 8am—5pm Final Exams Evening	19 Final Exams	20 Provost Office Hours 9-11am Assoc Prov Office Hours 2-4pm <i>Semester Ends 4:30pm</i> Final Exams	21
22	23	24	25	26	27	28
College Closed						
29	30	31	1	2	3	
College Closed						
<b>FALL SEMESTER GRADES DUE BY 10AM</b>						

## SEMESTER AT A GLANCE:

August 29, Thursday—**Classes Began**

September 6, Friday—Last Day Audit, Drop/Add Ended

September 12, Thursday—Last Day to Add Music Lessons or Ensembles (4pm)

September 25, Wednesday—Last Day to have Changed from /to Pass/D/Fail

September 30, Monday—Juniors Required to Declare Major

October 3, Thursday—Sophomore Day, Peirce Alumni Dining Room (11am—1pm)

October 9, Wednesday—Last Day to Add a Course

October 10-11 Thursday, Friday—**October Break**

October 25, Friday—Last Day to Withdraw Passing

October 31, Thursday—Founders' Day; Matriculation

November 23, Saturday—**Thanksgiving Vacation Began**

December 2, Monday—**Classes Resume**

December 13, Friday—**Last Day of Classes**

December 14-15, Saturday, Sunday—Reading Days

December 16, Monday—**Exam Week Begins**

December 18, Wednesday—Reading Days (Day Only, Exams Evening)

December 20, Friday—**Exams End, Semester Ends at 4:30 p.m.**

December 30, Monday—Fall Semester Grades Due Before 10:00 a.m.