

# 3 Academic Administration

The following members of Kenyon oversee the administration of the College curriculum and assist students in forming individual curricula as they progress through Kenyon.

## Provost

The provost is the College officer in charge of all academic affairs. The provost's responsibilities include matters pertaining to the faculty, curriculum, instruction, academic records, and academic facilities. Students may consult the provost on policies in these areas. The provost's office is located in Ransom Hall.

## Associate Provosts

The associate provosts assist the provost with a wide range of matters relating to the faculty, curriculum, and teaching. They supervise the Office of International Education, the educational outreach program, grade appeals, synoptic majors, faculty reviews, the Writing Center, summer science scholars, course evaluations, early-graduation petitions, and the Academic Infractions Board. Their offices are located in Edelstein House.

## Dean for Academic Advising

Jane Martindell, the dean for academic advising, is primarily responsible for general and departmental academic advising programs. She initiates conferences with and provides support for first-year students and students on conditional enrollment, counseling first-year students on academic, social, and personal matters. Martindell also coordinates services for students with disabilities and is responsible for fellowships and postgraduate awards.

## Registrar

The registrar maintains the academic records of Kenyon and publishes the *Course of Study* and other enrollment information. The registrar's office should be contacted on matters such as the following:

- Course enrollment
- Course schedules
- Classroom assignments
- Declaration or change of major, minor, or concentration
- Diplomas
- Examination schedules
- Grade reports
- Petitions
- Summer school
- Transcripts
- Transfer credit
- Assistance from the Veterans Administration.

Petitions for changes or adjustments in the academic rules of the College should be directed to the registrar for consideration by the petitions sub-committee of the Academic Standards Committee. Advice on preparing a petition may be sought from the dean for academic advising, or the student's faculty advisor.

## Faculty Advisors

New students are assigned a faculty advisor to assist in designing their programs of study, including curricular planning and postcollegiate plans. Advisors also serve as counselors regarding the student's personal development and welfare. When a student declares a major course of study within a department or program, a faculty member from that department or program serves as faculty advisor to the student. Forms for declaring a major are available from the Office of the Registrar. If students wish to change their faculty advisor before they are ready to declare a major, change of advisor forms are available from the registrar's office. The signature of the faculty advisor must be obtained before a student

can enroll in a course or make any further adjustments to her or his class schedule.

## Upperclass Counselors

New students are also assigned a volunteer upperclass student who works as a liaison with the students and their faculty advisors. The upperclass counselors (UCCs) help new students become acquainted with Kenyon and are available to provide assistance at all times.