

Hi,

Happy New Year! I hope you have had a chance to enjoy some recuperation and rest over the semester break. As we prepare for the start of graduate classes this Saturday and for the start of undergraduate classes on Wednesday, January 13, I want to share some updates with you.

- We will continue to maintain and enforce all public health practices that we implemented in the fall. Most prominently, these practices include wearing masks while in public spaces inside all buildings, increased cleaning and sanitizing of classrooms, and maintaining social distance. Classrooms have been re-checked for social distance and tape was reapplied where needed.
- If you are teaching in-person, please confirm your classroom locations in the course schedule. You may also want to remind your students of the class location in case the location changed since they registered for courses.
- Required language regarding face coverings should continue to be in your spring syllabi. In addition, if you choose to include some suggested language in your syllabi related to the use of Zoom by students (first sent in an email on Monday, December 14), I have copied it below:
The class Zoom link is intended only for the following types of students: those in isolation or quarantine, those who feel unexplained symptoms related to COVID-19 and have sent the professor an email notification to that effect, or students in a group intended to be on Zoom that day. Students who use the Zoom link for other reasons without prior permission from the professor may be counted absent for that day.
- Similar to last semester, faculty will receive official notification from Jennifer Green if students are placed in quarantine or isolation. As the email to students from Matt McWilliams earlier today indicated, we anticipate having some students who start the semester at home because they are in isolation or quarantine. Please be prepared at the beginning of the semester for any students who are attending via Zoom.
- As you finalize your syllabi, please remember that we have planned break days for undergraduate classes on Monday, March 1; Thursday, April 1; and Friday, April 2. Additionally, no undergraduate classes will be held during the day on Wednesday, April 14 – the combined Research & Creative Inquiry Showcase/ Symposium on the Common Good Day. Undergraduate classes resume at 5:30 p.m. on April 14.
- Final exams in the spring will work just as those in the fall did. Please find attached the final exam schedule in PDF form; the online version will be posted soon.
 - The last day of classes is Monday, April 26. Tuesday, April 27 is a Reading Day.
 - Almost all final exams should be conducted online, even if the course was held fully face-to-face. These exam day/times (based on the class meeting day/ time) are listed in the attached table on Wednesday, April 28; Friday, April 30; Monday, May 3; Wednesday, May 5; and Thursday, May 6.
 - Exams for courses that are conducted online asynchronously and the few exams conducted face-to-face will occur on the remaining days: Thursday, April 29 and Tuesday, May 4. If you plan to hold a final exam face-to-face, please make sure that your department chair is aware of this.

- As the *Faculty Policies and Procedures Manual* (Section II.E. p. 30) states, if a student has three or more final exams on one day, the student has the option of requesting that an exam be rescheduled. The student should provide the instructor with a copy of their class schedule at the time the request is made. The schedule will be used to verify that the student has at least three exams on that day.

Despite all of the challenges we are facing right now, the start of a new calendar year and a new semester bring their own excitement. There are some students who deferred their start at Longwood until this semester, and we are welcoming new transfer students as well. Please be aware that they will face similar adjustments to college that most students experience during the fall semester. Here in Academic Affairs, we will welcome Teresa Dodson as the Executive Assistant to the Associate Provost/Associate VPAA David Shoenthal on January 11. Teresa Irish has been added to the list of people whose retirements will be celebrated more fully when public health conditions permit. As Teresa Irish did, Teresa Dodson will be working with Faculty Senate, SACSCOC matters, and Assessment.

As we begin the spring semester, keep in mind that our work continues to be vitally important. Your creativity and dedication has a meaningful and lasting impact on our students' lives, and it is what distinguishes our Longwood community.

Best wishes,
Lara

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