Spring 2020 Department Newsletter

Volume 6, Issue 2

A Message from the Department Chair

Suzanne Boyd

Welcome back to the start of another exciting semester! Courses, lectures, and research all have resumed. It's a great time for new beginnings.

Due to the ongoing pandemic, our departmental policies and procedures have changed. Please review the Spring 2020 Policies and Procedures memo to stay up-to-date on any changes.

Departmental Events:
- Apr. 16 - First quarter reports due: See the Faculty Email calendar for details.
- Apr. 17 - Spring Break
- Apr. 24 - Last day to withdraw for the semester
- May 8 - Last day to drop a class
- May 14 - Final Exam Week
- May 18 - Last day to drop without a "W" on record
- May 22 - Final Exams
- May 28 - Graduation

FULL 2020 Course Evaluations
- All instructors who taught Spring 2020 courses will receive their course evaluations by Friday, May 22. If you haven’t completed the Evaluations for Spring 2020, please do so now.

Schoolwide Mark Collection Talk

Troy Fox, Ph.D.
- Tuesday, May 5, 2020
- 3:10-4:00 pm
- Math Department Office 309

Reminders for Instructors

Spring 2020 Policies and Procedures Instructor Memo:
- Please review the Spring 2020 Policies and Procedures memo for important updates to our departmental policies.

Class Coverage Procedure:
- If you are unable to teach a class session during the semester, you must notify your course coordinator or department chair as soon as possible. This is to ensure that your students receive proper instruction.

Syllabus/Grade
- Please review the Fall 2019 update to the Mathematical Sciences Curriculum. It is important to note that while the syllabus is mandatory, you may adjust the course description to reflect your specific course.

Important Dates
- First day of classes: Jan. 21
- Last day to add a class: Mar. 15
- Last day to drop without a "W": May 8
- Final Exam Week: May 18-22

Online Request Forms

SOMETHING REQUEST FORM
- Use this form to request optional classroom equipment or to modify existing equipment.

Grade Deadline
- For all Department-sponsored option courses, only the instructor is authorized to change final grades. If you are an instructor, you must complete the Grade Deadline Form for Spring 2020.

Math Tutoring Services

Spring 2020 Tutoring Schedule:
- All campus locations are currently closed, but Math Tutoring Services has adapted to offer remote tutoring.

Please contact the Math Tutoring Coordinator for more information.

Graduate Student Room & Event Request Form
- If you require special use of a Departmental or campus owned space, please complete the Graduate Student Room & Event Request Form.

TRAVEL INFORMATION REQUEST FORM:
- Use for any requests involving travel.

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