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**From:** Office of the Provost  
**Sent:** Thursday, December 3, 2020 2:23 PM  
**To:** AA-RESPONSE-L@LISTSERV.JMU.EDU  
**Subject:** Academic Affairs Bulletin, 12/3/2020

Dear Colleagues,

Below are important updates for December 3, 2020.

- **Reading Day:** As previously announced, the university will implement a Reading Day for Thursday, December 10, 2020. Reading Day is designed to give both you and your students the opportunity to prepare for final exams. On this day, instruction does not take place and campus units remain open. Since this is a new practice at JMU, instructors should communicate to their classes in advance and be prepared to answer any questions from students. The final day of classes will be Wednesday, December 9, and final exams will begin on Friday, December 11.
- **Break Days for Spring.** We recognize the need – of faculty, staff and students – for a break during the spring semester. To provide this valuable downtime, there will be three days within the semester when classes will not be held:
  - February 17, Wednesday (University offices open)
  - March 12, Friday (University Holiday, offices closed)
  - April 8, Thursday (University offices open)

Our goal is to allow students and faculty to truly use their time off to relax and recharge. As a result, we ask that you plan your spring course schedules so that **no assignments are due** on these days.

We also encourage you, as much as it fits into your planned assignments, to **limit the assignments** that are due on the day after the scheduled day off. We understand that this may not work for your classes, labs, or other activities, but please consider how you can help to ensure that everyone can benefit from the intended day of rest in your planning.

- **Spring Mode of Delivery.** Remember that once a mode of delivery – online, in person, or hybrid – has been established for your spring class, it cannot be changed without approval from your academic unit head.

See <https://www.jmu.edu/stop-the-spread/academic-affairs/index.shtml> for the latest information.

Best wishes,

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