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Subject: Spring Class Scheduling

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Colleagues,

I am writing to provide you with some initial guidance and revised timing and processes for scheduling your department's Spring 2021 subjects. Please be advised that MIT's senior leadership will be convening in the next few weeks to discuss plans for the spring term, and we will share more information as it becomes available.

Overview: Spring 2021 Classroom Usage & Scheduling

Although the Institute is hoping to invite first-year students, sophomores, juniors, and graduate students to live on campus during the Spring term (see President Reif's July 7 letter <<https://president.mit.edu/speeches-writing/further-decisions-about-fall-semester>> to the community), we anticipate that instruction and many of the classroom usage and scheduling processes used this fall will remain in place for Spring including:

- * Everything that can be taught effectively online will be taught online.
- * There will be some small-group, in-person learning experiences, notably for classes that require access to labs, workshops, and performance space.
- * In-person instruction and the assignment of rooms for those classes or sections will go through an approval process.
- * Subjects with an in-person component will list a classroom and virtual subjects and sections will be listed as virtual in the spring Subject Listing & Schedule.
- * For classes that have a room assigned, but for which in-person attendance is not required, the subject description will contain a note to that effect.

The following are still to be determined:

- * Space guidelines around building sectors and reserved time blocks for cleaning.
- * Decisions from the Academic Policy and Regulations Team (APART) regarding Emergency Academic Regulations (such as Faculty Rule 2.12 relative to undergraduate teaching between 5-7 PM).

REVISED - Timeline for Subject Classroom Planning

- * As we have communicated to this point, the Subject Classroom Planning application is currently open for use.
- * However, to accommodate the potential for further clarification described above, the due date for Spring 2021 data entry has been extended from October 8 to October 26.
- * Please use this extra time to update your offerings with the above guidelines in mind. Note that we will reassess the deadline as decisions about the spring term are confirmed.

Timeline for Pre-registration and Subject Listing Publication

- * Pre-registration for IAP and Spring 2021 is currently scheduled to

open on Tuesday, December 1.

- * Under normal circumstances, the Subject Listing & Schedule would be published one week prior (Tuesday, November 24).
- * Please note that the schedule for both may be affected by the Institute's decisions about the spring term.

I hope that you will find these preliminary details helpful. Rest assured that the Registrar's Office will stay in close contact, and will keep you apprised of whatever we learn about plans for Spring 2021. Please do not hesitate to contact me with questions or concerns.

Thank you, as always, for your help.

Mary

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