To: All NJIT Faculty and Instructing Staff

From: Fadi P. Deek, Provost and Senior Executive Vice President

Date: August 26, 2015

RE: Course Requirements and Expectations 2015-2016

The purpose of this memo is to review the university policies associated with instruction, and to underscore their importance in meeting your classroom responsibilities. These are intended to systematize your teaching responsibilities, and help achieve an excellent learning environment for our students.

- By the first day of class, the course syllabus must be available electronically to the students (preferably posted on your course Moodle site).

- Course syllabi should be carefully prepared and, at a minimum, convey information on the course (number, title, prerequisites/co-requisites, description, course (learning) outcomes, meeting-by-meeting outline), instructor (name, contact information, and office hours), materials (required and optional textbooks with info on title, author, edition, publisher, and ISBN number), exams (dates/time, make-up policy), grading policy (weights of various assignments, in-class participation and attendance, etc.; scale converting numerical to letter grades), and a statement on academic integrity.

- Exams for courses delivered on-line must be scheduled in ways accounting for the fact that students may be living in different time zones and most of them have full-time jobs. If an exam is scheduled on a particular day and time, the time should be in the evening (i.e., starting at 6 p.m.).

- All instructing staff members are encouraged to make use of the course profile tool that is developed to conveniently provide general information about their course. This tool can be accessed at https://courseschedules.njit.edu/

- In order to insure consistency and fairness in application of the NJIT policy on withdrawals, student requests for withdrawals after the deadline (end of the 9th week of classes) will not be permitted unless extenuating circumstances are documented. The course instructor and the Dean of Students are the principal points of contact for students considering withdrawing from a course.
• Early and periodic testing, assessment, and feedback are important. Tests should be returned in a timely fashion so that students know their status in the class. At least two tests and/or significant assignments must be scheduled, graded and returned before the deadline for withdrawal.

• Typically, the final examination in all courses constitutes approximately one third of the total grade for the course, and students need to be able to schedule their preparation for it. Therefore, it is important that any and all final exams be given during the university final exam period. Modifications by instructors to the final exam schedule must be approved in writing by the Department Chair.

• **Reporting of final (course grades):** Instructors are required to electronically submit final (course) grades no later than 72 hours (exclusive of Saturday, Sunday, and days when the university is closed) after the last day of final examinations. Grades for Fall 2015 courses are due on December 24, 2015 and for Spring 2016 courses on May 17, 2016. Late submission of grades causes serious problems for students wishing to take Winter and Summer session courses and for the determination of the students’ Academic Standing.

• The grade of **Incomplete (“I”)** may be given in rare instances where a student, and for documented reasons, could not complete parts of the work of the course. When giving a grade of “I”, the instructor **must notify** the student, in writing, of the exact work to be completed and the date by which it must be submitted. The “I” grade must be removed in the next regular semester; otherwise, the “I” is automatically changed to a failing grade.

• Professors should post their scheduled office hours for each course on the web and at their office, and should be available during those hours.

• All classes should meet at their scheduled time and location. Classes should not be cancelled without the consent of the Department Chair, and no classes should be scheduled during the university common hours (Wednesdays 2:30 p.m. – 5:45 p.m., and Fridays 11:30 a.m. – 1:00 p.m.). Any use of the common hour for classes must be approved by the Provost. Any changes in the designated date, location and time of any class may be made only in consultation with the Registrar’s Office and with approval of the Chair and Dean.

• **Academic Integrity:** please refer to the Academic Integrity web site that contains much information about strategies to promote academic integrity and avoid cheating on classwork and exams: [http://integrity.njit.edu/index.html](http://integrity.njit.edu/index.html). Faculty should also refer to the “Best Practices” document developed and published on the
Provost’s website (on the policies page) or directly at [http://www.njit.edu/provost/docs/Best_Practices_related_to_Academic_Integrity.pdf](http://www.njit.edu/provost/docs/Best_Practices_related_to_Academic_Integrity.pdf)

cc: Academic Deans
Dean of Students
Department Chairs
VP for Academic Support and Student Affairs
Associate Provost for Graduate Studies
Associate VP for Enrollment Management & Academic Services
Registrar
Student Senate
Graduate Student Association