To: All NJIT Faculty and Instructing Staff  
From: Fadi P. Deek, Provost and Senior Executive Vice President  
Date: July 28, 2014  
RE: Course Requirements and Expectations 2014 – 2015

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, participation, 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.

The final examination in NJIT courses typically 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.

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. 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

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