

Office Hours Policy

Faculty must hold regular weekly office hours during the semester/instructional period in which students may consult outside of class time to discuss course content and other related matters. Modality of the office hours will follow that of the course.

- Faculty teaching one or more courses are expected to hold a minimum of three regularly scheduled office hours per week outside of class times.
 - Depending on the course's modality, these office hours can be scheduled either for face-to-face interaction and/or synchronous online communication.
 - In the case of face-to-face courses, instructor may opt to conduct only one office hour synchronous online.
 - At least one of the three office hours shall be scheduled on a day the course is not in session.
- In addition to regularly scheduled office hours, faculty shall arrange alternative appointments (by appointment at a mutually convenient time) for students' conflicts.
- Office hours, including schedule, location, and contact information, shall be listed on the syllabus, on eCampus, and posted near the faculty member's office by the end of the first week of instruction.