To: All NJIT Faculty and Instructing Staff

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

Date: August 30, 2019

RE: Course Requirements and Expectations 2019-2020

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 Canvas/Moodle site). For accreditation and other purposes all syllabi will be archived in the Digital Commons database. Course syllabi are public documents and the university will use them wherever necessary (accreditation agencies, etc.).

- 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 the following statement on academic integrity:

“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or
suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu.”

Please note that Faculty and instructional staff should also refer to the “Best Practices” document developed and published on the Provost’s website (on the policies page) or directly at http://www5.njit.edu/provost/sites/provost/files/lcms/docs/Best_Practices_related_to_Academic_Integrity.pdf. Any actual or alleged violation of the University Code on Academic Integrity must be formally processed through the Office of the Dean of Students & Campus Life. Faculty and instructional staff should be proactive on upholding the academic integrity, but should not handle violations on their own.

- 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.).

- As per university policy, all exams (face-to-face and on-line) must be proctored.

- 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 10th week of classes) will not be permitted unless extenuating circumstances are documented through the Office of the Dean of Students. The course instructor and the Dean of Students are the principal points of contact for students considering withdrawing from a course.

- When a student invokes extenuating circumstances for any reason (late withdrawal from a course, request for a make-up exam, request for an Incomplete grade) the student should be sent to the Dean of Students Office. The Dean of Students will be making the determination of whether extenuating circumstances exist or not and will be notifying the instructor accordingly. Instructors should never request or accept medical or other documents from students; such documents need to be submitted by the student to the Dean of Students. Except for cases determined by law, an instructor is not required to accommodate student requests even when extenuating circumstances are certified by the Dean of Students; however, all efforts should be made to ensure a student-friendly environment.
• 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 (including the ones for online courses) 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.

• Basing the course final grade on a single mid-term and a final exam is neither a good practice nor an approved university policy.

• Reporting of final (course grades): Instructors are required to electronically submit final (course) grades no later than 48 hours after the last day of final examinations. Grades for Fall 2019 courses are due on December 22, 2019 and for Spring 2020 courses on May 16, 2020. 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 (by the Dean of Students) reasons, could not complete parts of the work of the course. When giving a grade of “I”, the instructor must notify the student (and copy the Department Chair), 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. Instructors should not accept work by a student after the end of the semester following the one in which the Incomplete was issued, unless the Dean of Students certifies extenuating circumstances, the instructor is willing to process a late change of grade and the Senior Vice Provost for Academic Affairs & Student Services pre-authorizes such a change.

• 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, and should last for their entire scheduled duration. 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.

- Instructors must submit **verification of presence** for their students by the deadline specified in the memo on this issue, sent separately.

cc: Academic Deans  
Vice Provost for Undergraduate Studies  
Vice Provost for Graduate Studies  
Department Chairs  
Associate Provost for Enrollment & Academic Services  
Registrar  
Student Senate  
Graduate Student Association