

MEMORANDUM

To: All NJIT Faculty and Instructing Staff
From: Fadi P. Deek, Provost and Senior Executive Vice President
Date: Tuesday, August 31, 2021
RE: Course Requirements and Expectations 2021-2022

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, especially as we are about to start an academic year that will not be entirely the same as those from pre-pandemic years.

Because of the current conditions, all instructors and students are required to wear a mask in all instructional spaces (classrooms, labs, studios). Students failing to observe the mandate should be first asked by the instructor to either comply or leave the classroom; if students do not obey, instructors should be contacting public safety. Public Safety staff will be escorting students outside the instructional area and reporting them to the Office of The Dean of Students for disciplinary action.

As usual, it is up to the instructor to allow (or not) eating and drinking in the classroom or studio. It is, however, recommended that eating be not permitted in the classroom or studio but appropriate breaks be given to students to eat (especially in long classes).

Students infected or in some cases, even having come in contact with someone infected by the COVID-19 virus will have to miss class(es). These students will have officially been excused from attending and the instructors will be notified by the Office of the Dean of Students. These students will need to be accommodated (e.g., late assignment submission, make exams, etc.) so that their progress is not negatively impacted by the pandemic.

- By the first day of class, the course syllabus must be available electronically to the students (preferably posted on your course Canvas 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, as well as the use of an absolute scale converting numerical to letter grades or the use of curving in determining final 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.

- Syllabi of courses offered in the hybrid modality and following a pattern for online delivery not specified on the official NJIT course schedule must indicate the dates and modality (synchronous or asynchronous) the online part of the course will be conducted.
- 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 and those imposed by the pandemic, 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.

- The final examination in all courses constitutes approximately one third of the total grade for the course (no more than 36%), 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. Scheduling final exams on dates other than the ones published without proper approval constitutes a basis for disciplinary action.
- All exams must be proctored and if online proctoring tools are used, they should be following the guidelines on the June 1, 2021 memo from the Provost. The [guidelines](https://www5.njit.edu/provost/sites/provost/files/NJIT%20Guidelines%20for%20using%20Online%20Exam%20Proctoring%202021.pdf) can be also found at <https://www5.njit.edu/provost/sites/provost/files/NJIT%20Guidelines%20for%20using%20Online%20Exam%20Proctoring%202021.pdf>
- Basing the course final grade on a single mid-term and a final exam is neither a good practice nor an approved university policy.
- No single course assignment can constitute more than 36% of the course grade.
- **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 2021** courses are due on **December 23, 2021** and for **Spring 2022** courses on **May 14, 2022**. 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 should be available during those hours.
- Classes have to be offered in the modality shown on the official university schedule and cannot be changed without proper authorization. Instructors cannot poll their students about changing the modality of the course as this may be viewed as a coercing action by the students. The modality of the course can be temporarily changed to accommodate circumstances such as faculty absence but needs preapproval by the department chair.
- 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. The Provost must approve any use of the common hour for classes. 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.
- Instructors wishing to record their lectures entirely or in part should be following the policy published in the catalog and found at <https://www5.njit.edu/registrar/node/262/>. Students should also follow the recording policy.

cc: Academic Deans
Vice Provost for Undergraduate Studies
Vice Provost for Graduate Studies
Department Chairs
Dean of Students
Registrar
Student Senate
Graduate Student Association