University Academic Format	2-007 ACADEMIC AFFAIRS August 2013

POLICY

1.01   OSU Institute of Technology (OSUIT) academic terms are based on a 15-calendar week semester schedule. Courses are also offered in first half, second half (approximately 7.5 calendar weeks each), and condensed formats. Courses are offered in traditional face-to-face, fully online, hybrid, and blended formats.

1.02   Class schedules are submitted by the Division Chair for each division, or by his/her designee.

1.03   At the first class meeting, faculty shall present information from, or provide students with, a complete course syllabus. Classes not providing students with a printed syllabus must make it available electronically in an easily accessible and commonly known location.

A. All syllabi must follow and include all sections in the required OSUIT Common Syllabi format.

B. Syllabi must contain all course requirements and a course calendar that includes:

1. anticipated calendar dates, or week and day of week, for lecture and lab presentations; assignment of projects, papers, and other course requirements;

2. anticipated calendar due dates, or week and day of week, for projects, papers, quizzes, tests, and other course requirements due; and

3. dates for OSUIT holidays in which classes are not in session.

C. Faculty covering the syllabus visually and verbally, but not providing students a written copy of the syllabus, must still have students sign and date the Syllabus Review Declaration and Student Assessment Form. Faculty teaching on-line courses may accept students' digitally-signed forms through the D2L Dropbox.

D. To provide a logical and consistent syllabi file naming structure, to allow for course identification by reading the name of the file itself, all course syllabi must utilize the following format: "Course Prefix and Number-Section-Instructor Name-Semester" (e.g., " WMT1126-01-Champion-136").

1.04   Classes will meet each scheduled class period, for the designated length of time, through the last scheduled day of each semester as indicated in the official institutional academic calendar. Special events, instructor illness, or other unanticipated events may impact class meetings.

1.05   As course assignments are given to both measure and enhance learning, all assignments should be returned to students within a reasonable time so that learning from those events can take place.

Dependent upon the volume and depth of information in the assignment being graded, the following provides institutional guidance for what is deemed an appropriate response time. Special events, instructor illness, or other unanticipated events may impact response time.

A. Daily and/or weekly quizzes, small weekly assignments and similar type projects: Returned to student by next class meeting or no later than one (1) week.

B. Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Returned to students in one (1) to two (2) weeks.

1.06   Student performance should be evaluated and measured using multiple assessment projects throughout the semester/term. To further promote learning, student feedback beyond numerical scoring on assignments should be provided to students.

1.07   Student evaluation and performance measurement should be done using various assessment methods to account for different learning styles and test performance of students.

1.08   Faculty shall respond to students' correspondence within a reasonable time. Institutional guidance for what is deemed a reasonable response time is within 24-48 hours during the normal work week. Faculty are likewise encouraged to indicate their communication policy in writing within their course syllabus.

1.09   Faculty and academic personnel must maintain and present a professional demeanor at all times, thereby demonstrating the professionalism desired of our graduates by our business and industry affiliates.

1.10   Faculty shall not engage in activities that blur or cross the line of a professional Instructor-Student relationship.

1.11   Faculty shall not engage in activities that may place additional undue influence upon the students.

1.12   Grades must be entered into the Web4Faculty portal by the second business day following each semester's graduation.

PROCEDURES

2.01   Each division is responsible for the submission of all traditional face-to-face section descriptions to the Registrar's Office by the posted deadline.

2.02   Each division is responsible for the submission of all distance learning section descriptions to the Office of Distance Learning by the posted deadline. The Office of Distance Learning will submit approved section descriptions to the Registrar's Office.

2.03   All new degree programs, as well as any changes to programs of study, must be submitted and approved by the OSUIT Curriculum Committee. Official records of such changes will be maintained by the Office of Academic Affairs and available via an institutional shared drive.

2.04   It is the responsibility of the academic division chair and faculty members to ensure that all course syllabi, grading criteria, and other required items are appropriately updated, and made available to students.

2.05   Each faculty member is responsible to ensure that all course syllabi are posted to the OSUIT website through the Web4Faculty portal no later than the second week of class for a full term and the first week of class for shorter terms.