Office Hours

This policy applies to Faculty only.

Availability for conferences with students is an important part of a faculty member's responsibilities. Each faculty member is expected to maintain a sufficient number of scheduled office hours a week (a minimum of ten hours during fall and spring semesters and three hours during the summer semester) to accommodate the students who wish to consult him/her. Office hours must be scheduled at such times as to encourage students to take advantage of the opportunity, and faculty members must also express their willingness to make special appointments for students who are unable to utilize scheduled hours. During the fall and spring semesters, faculty may opt to conduct five of their ten office hours online at designated times stated on their syllabi.