

## **Office Hours Policy**

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

Each faculty member should post office hours on his/her office door at the beginning of the term and diligently maintain those hours.

A weekly minimum of two scheduled office hours for every three credit hour course should be posted. In addition, the phrase “other times by appointment” should be included below the listed times.

Both posted hours and “other times by appointment” are needed to convey to students that faculty care and to facilitate their learning.

Faculty are expected to be available to students during scheduled office hours and other times to reasonably accommodate students.