

Department of Mathematics

Office Hour Policy

Number of Courses and Credit Hours Taught	Minimum Number of Office Hours and Spread Days
1 course [0,6)	2 hours with at least 2 spread days
2 courses [6,9)	3 hours with at least 2 spread days
3 courses with 2 spread days, [9,12)	4 hours with at least 2 spread days
3 courses with 3 or more spread days, [9,12)	4 hours with at least 3 spread days
3 courses with 3 or more spread days, [12]	5 hours with at least 3 spread days
4 courses [12]	5 hours with at least 3 spread days
4 or more courses [15,∞)	6 hours with at least 3 spread days

Instructors teaching on-line courses may hold on-line office hours.

Other instructors may also hold on-line office hours. Along with the office hours posted outside the faculty office, note which office hours are on-line office hours and provide access information.

Some office hours may be held in tutoring labs (e.g., MAGC 3.530) or in an arranged study session room such as when an instructor provides review sessions for students from several sections of the same course. Notice of the location and time should be posted outside the faculty office.

QEP instructors are entitled to count fourth hour discussion sessions as an office hour.

Exceptional cases not covered by the above scenarios may be addressed with the Department Chair who may approve acceptable office hour accommodations.