

School of Mathematical & Statistical Sciences

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 hours)	5 hours with at least 3 spread days
4 courses (12 hours)	5 hours with at least 3 spread days
4 or more courses (15+ hours)	6 hours with at least 3 spread days

Instructors teaching online courses may hold online office hours.

Other instructors may also hold online office hours. Along with the office hours posted outside the faculty office, note which office hours are online office hours and provide access information (such as Zoom link)

Some office hours may be held in tutoring labs 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.

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