

ODE POLICY

INTRODUCTION

This policy shall apply to all Office of Distance Education (ODE) courses, at both the graduate and the undergraduate levels, offered by the FIU College of Engineering and Computing.

PURPOSE

The purpose of this policy is to establish a set of uniform standards for all ODE courses at the College of Engineering and Computing. The policy is intended to: 1) provide safeguards to protect the quality and the integrity of the various programs' curriculums; and 2) ensure uniformity and consistency of the requirements for ODE throughout the faculty and the programs.

POLICY

Examinations

1. All Miami-Dade and Broward County students are required to come to campus to take proctored exams with the in-class students, unless otherwise noted.
2. Students residing outside of these counties must notify the course instructor and ODE, prior to the add/drop deadline of their intention to take exams at a local proctoring center.
3. All off-site proctoring centers must be approved by the Office of Distance Education.
4. All ODE examinations are to be given simultaneously, i.e., all off-site ODE students must take examinations at the same time as the in-class students (unless otherwise noted by the instructor). Logistics will be coordinated by the Office of Distance Education.
5. Students that take exams proctored at an off-site proctoring center may be charged a testing fee by that proctoring center. It is the responsibility of students to determine the availability and costs of off-site testing convenient to their location, prior to the add/drop deadline. Pre-approved proctoring centers can be located through the National College Testing Association (<http://www.ncta-testing.org/find-a-cctc-participant>). Students must select a proctoring center no later than two weeks prior to the date of any scheduled proctored exam. Students must notify the Office of Distance Education by completing the ODE Proctoring Center Agreement Form (<https://distance.fiu.edu/exam-proctoring>).
6. Students who have an on-campus course or exam at the same time as a scheduled ODE exam must notify the Office of Distance Education and instructor at least one week prior to their exam date. Students must provide ODE a copy of their class schedule to arrange an alternative exam time for each exam.
7. It is the instructors responsibility to clearly state in the syllabus or lecture videos, the dates, times, and location of the exams. Students are responsible for determining whether their ODE course requires a proctored exam and details as to using an alternative proctoring center prior to the add/drop deadline. Instructors are responsible for finding an overflow room with their respective department scheduler for ODE students, when necessary.

Note: Any requests that falls outside of this policy must be approved by the Chairperson of the requesting professor.

Presentations

Certain courses may require an oral presentation. This presentation requirement must be clearly stated in the syllabus or in class. ODE students outside of Miami-Dade or Broward County must discuss with the course instructor alternative ways of delivering the presentation (e.g., Skype, Adobe Connect, etc.), prior to the add/drop deadline.

Computer Requirements

Lecture videos are delivered by high-speed internet streaming video only. It is the student's responsibility to have access to a computer that meets or exceeds the minimum requirements outlined on the Technical Requirements page (<https://distance.fiu.edu/requirements/>) prior to the add/drop deadline.

Time of Exposure

The period of time that any ODE lecture will be available by streaming video shall be one week (unless otherwise noted by the instructor). This will be enforced in order to ensure that students view class lectures in a timely fashion and before subsequent lectures are posted.

Video Policy/Access

1. Each student enrolled in a ODE course will have access to lecture videos via Blackboard. To login, use your FIU username (example: jdoe001) and password.
2. Users will not be able to download or save ODE lecture videos, they will be posted as view-only. Downloading or distribution of ODE content or videos is strictly prohibited unless authorized by ODE as per the ODE Terms of Use (<http://distance.fiu.edu/termsfuse>).
3. Only registered ODE students will be provided with access to the lecture videos. In-class students will not be provided with access under any circumstance.

Class Attendance

While ODE students are welcomed to attend class on campus, the instructor has the right to not allow them to attend if the classroom is filled to its capacity. This policy ensures that students registered for the face-to-face section are able to find seating.

Notification

Prospective ODE students are to be notified (constructive notice) of this policy by its inclusion in: (a) the course syllabus, (b) the ODE website, (c) BlackBoard, or by any other official means available to provide information to students at large.

Caps on ODE Courses

1. The maximum number of students that will be allowed to register for a ODE course shall be determined by the Chairperson of the department offering the course.
2. The minimum number of students required to keep a ODE class open is four (4), subject to change upon a written request from the Department Chair and approval of ODE.

Applicability

This policy was enforced beginning Fall 2009 term. The Division of External Programs can review, revise and/or modify this policy at any time thereafter as needs arise. At least a one semester grace period will be allowed, however, before enforcing any revised policy.

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