Dear Faculty,

Welcome to a new academic semester at Boston University’s Metropolitan College. We strive to open the academic resources of a major, urban, research university to our students and instructors. Our rigorous programs teach core academic concepts and methods in the context of the latest approaches and technologies used in the industry.

At the heart of everything we do is the pursuit of teaching excellence. We believe that learning is best achieved when students are excited about the topic, impressed by the knowledge of a well prepared faculty, and emotionally involved in challenging projects and discussions. It is your difficult yet rewarding task to create this classroom whether it is the traditional face-to-face one, the virtual, or the blended.

We will support you in every aspect—be it the academics, technology, or administration of your course. We hope that this Guide will provide information about the University and key academic policies that you will find helpful in structuring and teaching your course. Our success is rooted in your passion of teaching and thorough preparation for each lecture supplemented by the sincere dedication to our students.

If you have questions regarding teaching resources, finding electronic copies of forms, additional University office contact information, and other general resources you may need, please visit the Faculty Resources website at: http://www.bu.edu/met/for-faculty-staff/faculty-resources/.

For immediate help or advice please contact the Office of the Dean (http://www.bu.edu/met/for-faculty-staff/meet-the-office-of-the-dean/) and we will be glad to work with you and resolve the issue.

With my best wishes for a successful semester, I would like to thank you for your commitment to Boston University and dedication to the academic excellence of courses and programs at Metropolitan College.

Sincerely,

Tanya Zlateva, Ph.D.
Dean, Metropolitan College
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YOUR COMMITMENT TO STUDENTS

Though amplified in other sections of the guidebook, there are several implicit commitments that you make towards your students and towards the college when you agree to teach a class.

1. You should hand out a comprehensive syllabus at the start of the term and treat that document as a contract with your students.
2. You should hold class during all the scheduled times for the duration of the term.
3. You should grade assignments promptly and provide immediate, constructive, and substantial feedback to your students.
4. You should designate times when you will be accessible to your students outside of class.
5. You should maintain the integrity and equity of the class by ensuring that everyone has the same opportunity to perform and the same basis for being evaluated.
6. You should respect the diverse backgrounds of your students and appreciate the sensitivities towards issues of nationality, gender, race, and religion.
7. Your final grade should carefully and rigorously reflect the differences in performance among your students – distinguishing only those students who are uniquely exceptional with high grades.
8. You should conduct the official evaluation of the course before the end of the term and turn in your grades by the due date.
**BOSTON UNIVERSITY**

Boston University, the fourth largest independent university in the United States, is at the hub of intellectual, scientific, and cultural activity. With more than 10,000 faculty members and over 33,000 students, BU pursues the ideal of a research university: knowledge is best acquired in the pursuit of new knowledge, and both undergraduate and graduate students benefit by learning from individuals who are actively engaged in original research.

The University, the first American institution to be modeled on the European system, traces its roots to a school in Vermont founded in 1839, moving to Boston in 1867. Within the University, sixteen schools and colleges offer a total of more than 250 fields of study. Academic departments and research institutes serve as small communities for faculty and students, who also participate fully in the excitement and variety of the larger University community.

Boston University is coeducational and nonsectarian. Our campus extends over 100 acres from the historic Back Bay section of Boston, westward along the south bank of the Charles River. The University is accredited by the New England Association of Colleges and Secondary Schools, Inc., and is a member of the American Council on Education, the Association of American Colleges, the Association of Urban Universities, and the Council of Graduate Schools in the United States.

**METROPOLITAN COLLEGE**

Since its inception in 1965, Metropolitan College has been serving the adult professional community. Most Metropolitan College classes are scheduled in the evening. Courses are offered at the Charles River Campus, the North Campus in Chelmsford, online through Distance Education, and various corporate, correctional and military sites. The College offers a wide variety of Bachelor’s and Graduate degree programs, as well as certificate programs.

**DEGREE PROGRAMS**

- **Bachelor of Liberal Studies**
  - Art History
  - English
  - History
  - Interdisciplinary Studies
  - Philosophy
  - Undergrad Degree Completion Program (Online)

- **Bachelor of Science**
  - Biology
  - Biomedical Laboratory and Clinical Sciences Computer Science
  - Criminal Justice
  - Economics
  - Accelerated Bachelor’s Degree Completion Program
  - Interdisciplinary Studies
  - Management Studies
  - Mathematics
  - Psychology
  - Sociology
  - Urban Affairs

- **Graduate Degree Programs**
  - Actuarial Sciences
  - Administrative Sciences (Campus & Online)
  - Advertising
  - Applied Business Analytics Management (Campus & Online)
  - Arts Administration
  - Banking & Financial Services Management (Online)
  - Business Continuity, Security & Risk Management (Online)
  - City Planning
  - Computer Information Systems (Face to Face and Online)
  - Computer Science
  - Criminal Justice (Campus & Online)
  - Gastronomy
  - Health Communications (Online)
  - Insurance Management (Online)
  - International Marketing Management (Online)
  - Leadership (Military)
  - Project Management
  - Software Development (Campus & Online)
  - Telecommunication
  - Urban Affairs
Metropolitan College offers a full range of academic counseling services for students. These services are available whether a student is attending full-time or part-time, enrolled in a degree program, or taking courses on a non-matriculated basis. Members of the academic counseling staff are available to talk with students on a variety of topics including:

- Course selection and prerequisites
- Major and concentration options
- Semester-by-semester programs
- Interdisciplinary programs
- Assessment of transfer credits
- Credit by standardized testing
- Admission to undergraduate degree programs
- Completion of requirements for graduation
- Individual academic problems or concerns

The academic counseling staff works closely with Metropolitan College faculty and program coordinators. The Office of Undergraduate Student Services offers an orientation for all new undergraduate students and can provide information on Metropolitan College scholarships and the academic support services offered by the Educational Resource Center. Graduate students should meet with a representative from their program for advising.

There are other Boston University student services available to MET students. For example, the Center for Student Services is located on the 6th floor of 100 Bay State Road. It includes the Center for Career Development and the Educational Resource Center which has extensive career and placement services and Library.

Other offices used by MET students include Office of Financial Assistance, Housing, International Admissions Office and International Student and Scholars Office. MET academic counselors provide referral services for students requesting assistance.

The Associate Dean for Enrollment and Student Affairs is responsible for all aspects of Student Affairs including academic counseling, student registration issues, extracurricular activities, matters of student academic misconduct and the coordination of student honors and awards.

The MET Undergraduate Student Services is located at 755 Commonwealth Avenue, Room 102, and can be contacted at 617-353-2980.

Additional services provided for faculty:

- Resource for student misconduct in the classroom
- Resource for needed tutoring
- Will facilitate and monitor make-up exams
- Will intervene with students in academic difficulty mid-term and long term
Graduate level faculty should contact their department office for assistance regarding student advising, student issues, administrative, or academic policies.

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<th>Actuarial Science</th>
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<tr>
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<tr>
<td>Phone: 617-353-8758</td>
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<td><a href="mailto:actuary@bu.edu">actuary@bu.edu</a></td>
<td>Fax: 617-353-2367</td>
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<td><a href="mailto:csinfo@bu.edu">csinfo@bu.edu</a></td>
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<td><a href="mailto:adminsc@bu.edu">adminsc@bu.edu</a></td>
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<td>Fax: 617-353-2686</td>
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<tr>
<td>Phone: 617-353-4064</td>
<td>Hanscom AFB: 617-358-3095</td>
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<tr>
<td>Fax: 617-358-1230</td>
<td><a href="mailto:gkeegan@bu.edu">gkeegan@bu.edu</a></td>
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<tr>
<td><a href="mailto:artsad@bu.edu">artsad@bu.edu</a></td>
<td>Fax: 617-353-2744</td>
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UNION AGREEMENT

Boston University (BU) has entered a ratified agreement with the Service Employees International Union, Local 509, effective June 2016 where all part-time faculty members employed by BU at Massachusetts campuses to teach at least one credit bearing course (including hybrid and blended courses) in a degree granting program, and who are compensated on a per course or per hour basis are covered by the contract. Excluded from this collective bargaining unit are all full-time faculty; visiting or contract faculty; deans, provosts, administrators, program coordinators, program directors, department chairs, graduate assistants, graduate students who teach only courses pursuant to a stipend, athletic coaches and faculty who teach only online, courses at non-Massachusetts campuses, non-degree granting courses, and/or courses as a teaching supervisor; all other employees employed by the University, including all other part-time employees employed in other programs and areas of instruction at Boston University, and including those who teach a class or course and are separately compensated for such teaching; and managers, confidential employees, guards, and supervisors. Please see http://www.bu.edu/hr/labor-relations/ for more information and to read the full contract between Boston University and the SEIU Local 509.

UNION DUES

All part-time faculty in the collective bargaining unit have the option to join the Union or pay an agency fee. New part-time faculty have 30 days from the date of employment to make their election directly to the union or the Human Resources.

Part-time faculty in the following categories may opt in or opt out of joining the Union or make contributions to 501(c)(3) charitable organizations as outlined below in lieu of meeting the agency fee requirements in Section 1 and 2:

- Members of federal, state, or District of Columbia judiciaries;
- Part-time Faculty Members who affirm, through a written statement submitted to the Office of Human Resources (Attention: Labor Relations), that payment of an agency fee to the Union will have an adverse impact on their professional work or employment outside of the University because of an actual, potential, or perceived conflict of interest; or
- Those who teach in the Questrom School of Business.

PROBATIONARY PERIOD

All part-time faculty in the collective bargaining unit, regardless of School, College or program, shall be considered to be in a probationary status during the first four (4) calendar years of employment in which they have taught at least one (1) course during each calendar year or for the first eight (8) courses taught by the part-time faculty member, whichever occurs first. As such, part-time faculty who are considered probationary may be discharged with or without cause, and such discharge shall not be subject to the grievance and arbitration provisions of this Agreement. A part-time faculty member’s probationary period may be extended by a period not to exceed one (1) calendar year at Management’s reasonable discretion. The four (4) calendar years of employment needed for a part-time faculty member to pass the probationary period do not need to be consecutive, so long as there is no more than one (1) calendar year between the courses taught by the part-time faculty member. Breaks in service, for part-time faculty member who have not yet completed the probationary period, of more than one (1) calendar year will re-start the part-time faculty member’s probationary period. Such breaks in service will not include
approved extended medical leaves or periods in which the University did not offer the part-time faculty member any courses to teach.

**NON-APPOINTMENT**
A post-probationary part-time faculty member may be denied reappointment in the following circumstances:

- Assignment of a full-time faculty member to teach existing courses taught by part-time faculty members.
- If a part-time faculty member teaches a single course, and the University in its reasonable discretion assigns the course to another part-time faculty member better suited to teach the course.
- Any changes in General Education requirements or major or minor program offerings or elective courses resulting in a reduced need for part-time faculty members;
- Just cause and progressive discipline for poor performance by a part-time faculty member and the part-time faculty member’s failure to correct a performance problem, provided that the part-time faculty member has been given a reasonable opportunity to remedy such deficiencies; or,
- Discharge or serious misconduct or neglect of duties resulting in termination, suspension or written reprimand.

If a post-probationary part-time faculty member is at risk of not being reappointed due to poor work performance, the University shall inform the part-time faculty member of the specific deficiencies resulting in such concern and the University’s reasonable expectations and timeline for remedying such deficiencies. Upon satisfying those expectations in the University’s reasonable judgment, the part-time faculty member shall have their rights under Article 11 fully restored to them.

**COURSE ASSIGNMENTS**
Part-time faculty members will be informed of courses (which shall include sections of courses) which their respective academic unit anticipates may be available for qualified part-time faculty to teach as soon as practicable but no later than May 1 for the following Fall semester, October 1 for the following Spring semester, and March 1 for the Summer term. This information will include the anticipated schedule for the course, if it is known.

Part-time faculty members should inform the department chair or designee of the courses for which she or he would like to be considered, as well as availability with respect to times and days of the week.

Under ordinary circumstances, part-time faculty members will be advised of their actual course assignments in writing and via email as soon as practicable but no later than July 1 for the following Fall semester, November 1 for the following Spring semester, and April 1 for the Summer term.

A part-time faculty member who is provided notice of course assignment(s) shall notify the University, in writing via email, of the acceptance of the assignment(s) within two (2) weeks of receiving notice of assignment. In the event the part-time faculty member either declines the course assignment or fails to provide written notification to the University of acceptance of the course assignment, the University may offer the course assignment to another employee. Part-time faculty members who teach the same or similar courses may, in the University’s reasonable discretion, be given preferred status with respect to a newly available course.

**FACILITIES AND RESOURCES**
MUGAR MEMORIAL LIBRARY
http://www.bu.edu/library/
Mugar Memorial Library, at 771 Commonwealth Avenue (617-353-3704), is the main University library.

During the academic year the library hours are:
Monday-Thursday: 7 a.m. – 2 a.m.
Friday: 7 a.m. – 11 p.m.
Saturday: 8 a.m. - 11 p.m.
Sunday: 10 a.m. – 2 a.m.

Tours are available to acquaint students and faculty with the library. Information regarding the other campus libraries can be found at the website above.

COURSE TEXTBOOKS/BOOK ADOPTIONS
http://bu.bkstore.com

Textbooks are ordered through Barnes and Noble in Kenmore Square, 660 Beacon Street, 617-267-8484 ext. 7440, or e-mail at textbk@bu.edu. Please consult your department office or faculty coordinator to see what materials have been ordered for your course and to ensure that the approximate class size has been anticipated. Some departments order books for instructors, but in most situations it is the instructor’s responsibility to place the order.

Barnes and Noble requests several months lead time to ensure that the appropriate materials are available at the start of class. Book orders must be placed as soon as possible so the bookstore can offer more used options, offer higher buyback rates, and offer online ordering options. You are advised to always check directly with the Bookstore before the semester begins to verify that the right materials in the right number are available on the shelves.

COPYING COURSE MATERIALS
If copies are fewer than 50 sheets total, course materials can be duplicated at the MET Office of the Dean between 9 a.m. – 6:30 p.m. (Monday-Thursday), and 9 a.m. – 5 p.m. on Fridays. The summer hours for the MET main office are 9 a.m. – 5 p.m. Monday-Friday. For copies or resources needed on the weekend please make arrangements with the department or program coordinator or the Office of the Dean in advance. The library also supports student’s printing needs and provides them with 500 pages of free printing each semester included in their tuition.

All instructors must have set up a Blackboard site for your course so students can access handouts and readings online with great flexibility. Please see the Courseware section for more information.

For large copying jobs please email the files with the requested number of copies and format to the department or Office of the Dean in advance, in order to not tie up the machines right before classes begin.

COPYRIGHT REGULATIONS
To review copyright resources, please visit http://www.bu.edu/handbook/ethics/copyright-policy/. The university strictly adheres to the legal aspects of this legislation. The Office of General Counsel may be contacted for more specific questions at 617-353-2326.
Instructors are required to have BU e-mail accounts so that students and administration can contact you. Important information will be communicated via e-mail, including important dates, teaching assignment letters, administrative and academic policies, and course evaluation results. We request that instructors use their BU email to correspond with students as it is more professional. Instructors should also encourage their students to set up a BU e-mail account. Much important information is only accessible with a valid BU login and password through the BU Link (www.bu.edu/link) where you are required to access your student lists and submit grades. Information on setting up and working with your BU e-mail account and special features such as creating a mailing list and message forwarding is available at the address above.

For questions and hours call 617-353-HELP (4357). If you are new to BU you will receive instructions on how to apply for a BU e-mail address in the Onboarding e-mail from Human Resources. After you have started the process, and before you can fully utilize your email account you will need to appear in person to show a photo ID at either of the Help Desk locations or fax a copy of your ID.

**TERRIER IDENTIFICATION CARDS**
http://www.bu.edu/terriercard

It is to the advantage of every instructor to obtain an identification card, which allows access to athletic and cultural events at the University, computer labs, the Faculty/Staff Dining Room, borrowing privileges at the library, and a discount at the University Bookstore. Please contact the MET Office of the Dean for a Terrier Card ID Form, and then visit the Office of Human Resources at 25 Buick St.

You will also be eligible to purchase a FitRec Center membership with your Terrier Card to enjoy the University’s athletic and recreational facilities. Please visit their website for more information:
http://www.bu.edu/fitrec/fitness/facilities

**BOSTON UNIVERSITY COMPUTER FACILITIES**
http://www.bu.edu/tech

Faculty and students at Boston University have access to computing facilities and a variety of computing resources through the IT Help Center. Computer labs are located across the campus, and are available for use by students and faculty alike. The main MET computer labs are located on the second floor of 808 Commonwealth Ave., and a large computer lab is also located with the Mugar Library.

The computer labs at 808 Commonwealth Ave. are also available as classrooms. Please contact the MET IT Department to reserve a lab for your course at metit@bu.edu. For more information, please visit http://www.bu.edu/metit/pc-labs/

All faculty and students may open accounts with the central academic system free of charge. To obtain a BU login and Kerberos password, visit the IT Help Desk inside the Mugar Library (771 Commonwealth Ave.) or at 179 Amory Street and ask for an application. Your account should be available within twenty-four hours.

Extensive computing services are available to faculty and students. Direct any questions regarding these services to the IT Help Desk. Office hours vary by location; call 617-353-HELP (4357) for more information.
POLICY ON COMPUTING ETHICS
http://www.bu.edu/tech/policies/computing-ethics/

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, as misuse by even a few individuals has the potential to disrupt University business or the work of others. Users are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. The conditions of the computer usage policy are available at the website listed above.

CLASSROOMS

Classroom Technology Services: 617-353-3227
Facilities Management & Planning: 617-353-2105 (emergency/evening)

Faculty should email their respective Department Chair or Program Director at least two (2) weeks prior to the start of the course to confirm specific classroom requirements that may be needed for the course. Classrooms are assigned on the basis of the size of the class and the specific needs of the course. If you have a problem with your classroom, please contact your department or the MET Office of the Dean. Prior to the start of the semester, faculty are encouraged to visit their assigned room.

You find helpful details on each University Registrar classroom including room features and installed technology equipment through the classroom support web site from Classroom Technology Services (CTS). Search by building, classroom number or equipment: http://www.bu.edu/classrooms/find-a-classroom/.

In some cases, classrooms do not meet the needs of specific courses. The following are the only reasons a room change will be accommodated:

- Insufficient technology in the classroom (such as Internet access, projector, etc.)
- Inaccessibility for students and instructors with disabilities
- Insufficient seating for students

If you have any other issues with your classroom, please contact an Administrative Coordinator in the MET Office of the Dean. Administrative Coordinators will work with you and other offices in the University to find an acceptable solution or find an alternative classroom. At the end of this section, you will find a list of issues and appropriate departments to contact for solutions.

If you do need to change your classroom, please email your request to the Administrative Coordinators and include the following information:

- Course number
- Meeting day and time
- Number of seats required
- Reason for room change

Important Room Change Policies:

- Classrooms are assigned on the basis of the size of the class and the specific needs of the course
- Classes are assigned rooms appropriate to enrollment numbers and cannot occupy classrooms that are significantly larger than the number of students in the class
- There is a maximum of two room changes per course per semester
- No changes will be allowed after the third week of class
- Unique needs must be communicated in advance of the semester scheduling in order to best accommodate your class needs (i.e. in January for the following Fall semester, in July for the following Spring semester, and in November for the following Summer term.)
- Do not move your class or change the meeting time without contacting the MET Office of the Dean.
**Please note that if you have an immediate problem with your room, like a problem with the temperature, it may not require a room change. Should an emergency problem in the classroom need immediate attention, please contact the Facilities Management & Planning emergency/evening number at 617-353-2105. Be sure to give them the address of the building and your room number.**

**OTHER CLASSROOM/TEACHING RESOURCES**
If supplies, materials, and/or software are needed to teach a course, the faculty member must obtain authorization from the department or program chair before incurring any out-of-pocket expense. If the faculty member is authorized in advance by the University to purchase supplies, materials, and/or software for a course, he or she will be reimbursed, upon submission of a receipt or other documentation of the expense. Often time software is available and supported at MET through MET IT, the Office of Distance Education, and/or through the Office of Educational Technology Research. If an external activity such as attendance at a performance or travel has been authorized in writing and in advance by the department or program chair, the University will reimburse the faculty member for the external activity.

**CLASSROOM TECHNOLOGY SERVICES**
Classroom Technology Services (CTS) provides a single point of contact to which any problem in a classroom may be reported, whether the report is about missing chairs, HVAC issues, a safety concern, or a burned-out projector bulb. CTS encourages the faculty and students to let them know about how our classrooms can be improved.

Most classrooms on campus have a built-in projector for laptop hook up, Ethernet ports at the front or back of the room, and access to the BU wireless network. Many media boxes are commonly left unlocked. Should you arrive and find that the box is locked, please contact Classroom Technology Services (CTS) for immediate assistance. A key can also be checked out for the media box in your classroom from Classroom Technology Services at 617-353-3227 or classrooms@bu.edu.

If your classroom does not have a projector or other media equipment that you may need only occasionally, the equipment can also be checked out from Classroom Technology Services. Please complete the online equipment reservation form at least four business days in advance: http://www.bu.edu/help/tech/av/.

**For Mac computers/laptops:**
Classroom Technology Services has a limited number of adapters available for loan and pick up at their office at the College of Arts and Sciences (CAS), 725 Commonwealth Ave., but cannot guarantee their availability. It is strongly recommended that you purchase one of your own. If you have a Mac laptop, you will need to purchase a DVI-to-VGA adapter. If you need assistance in selecting the proper adapter for your Mac, please feel free to contact Classroom Technology Services office at 617-353-3227 or classrooms@bu.edu for assistance.

The BU wireless network conforms to the 802.11b standard, also known as Wi-Fi which operates at a speed comparable to an Ethernet connection. You must have a valid BU username and Kerberos password to use the BU wireless network. Instructions for connecting to the wireless network are posted on the IT Help Center Website: http://www.bu.edu/tech/accounts/wireless/.

**COURSEWARE**

**Blackboard Learn**
Blackboard Learn is a courseware program supported by Boston University to help faculty manage their classes. **All instructors are required to set up a Blackboard page.**

- Blackboard Learn Homepage: http://www.bu.edu/tech/teaching/lms/blackboard/
- Getting Started: http://www.bu.edu/tech/teaching/lms/blackboard/instructors/
Blackboard Learn Training: http://www.bu.edu/tech/training/classroom/courseware/
Support: http://www.bu.edu/tech/contact/

You must have a Kerberos password to create and access courseware sites.

For more information, please see http://www.bu.edu/tech/web/course-sites/blackboard-learn/

PART-TIME FACULTY PERKS & BENEFITS
Boston University resources and information for part-time faculty include:

- Boston University Part-Time Employee Perks: http://www.bu.edu/hr/part-time-employee-perks/
- Health and Wellness Seminars: http://www.bu.edu/hr/health-wellness/
- Boston University Health Plan: You are eligible to enroll if you have at least a 9 month assignment and you work at least 50% of a full-time schedule. There are three health plan options from which to choose. http://www.bu.edu/hr/health-wellness/health/
- Boston University Dental Health Plan: You are eligible to enroll if you have at least a 9 month assignment and you work at least 50% of a full-time schedule. There are two dental plan options from which to choose. http://www.bu.edu/hr/health-wellness/dental/
- Boston University Retirement Plan: The University more than matches the employee-required contribution based on age and salary for employees who have a normal work schedule of at least 50% of a full-time schedule, and have completed two years of service with the University. http://www.bu.edu/hr/finances/retirement-plan/
- Boston University Supplemental Retirement & Savings Plan: You can contribute to selected low-cost investment options available through the University on a pre-tax or Roth basis. http://www.bu.edu/hr/finances/supplemental-retirement-savings-plan/
- Flexible Spending Accounts for Health Care and Day Care: A pre-tax benefit for eligible expenses related to the care of qualified dependents and/or eligible out-of-pocket health care expenses. http://www.bu.edu/hr/health-wellness/flexible-spending-accounts/

CENTER FOR TEACHING AND LEARNING
As members of the University community, all faculty have access to services offered by the University’s Center for Teaching and Learning (CTL). CTL will consult with part-time faculty members through the Joint Labor Management Committee regarding alternative scheduling of services to accommodate all faculty. Part-time faculty also have the ability to apply for course development grants and similar support that may be offered by the University on a competitive basis to enhance course offerings and teaching skills (SEIU Local 509 Contract, Article 9, Section 9).

MAILBOXES
Department mailboxes for Administrative Sciences, Advertising/ Health Comm., and Computer Science are located in the Office of the Dean at 755 Commonwealth Avenue. Additional mailboxes and mailboxes for Arts Administration, Criminal Justice/Urban Affairs, Applied Social Sciences and Gastronomy are located at 808 Commonwealth Avenue. Faculty may arrange to receive mail with their respective academic departments. If you wish to leave materials for students at the MET office, please inform the staff in Room 103.

PAYCHECKS
Paychecks are issued on the last working day of the month. All pay is received through direct deposit through BUWorks. To set up direct deposit and fill out your W-4, please visit the Employee Self Service portal at
https://ppo.buw.bu.edu/. Payments for other University faculty or staff members teaching at MET on an overload basis are included in the regular paycheck available through the base school or college. Questions regarding paychecks may be directed to the Payroll Administrator of the Division of Extended Education at 617-353-2974.

**PARKING SERVICES & MBTA PASSES**
http://www.bu.edu/parking

Information on the various parking services available at the University may be obtained from the Parking Services Office at 617-353-2160. This office is located at 1019 Commonwealth Avenue.

White evening parking permits are available for free to all part- and full-time Metropolitan College faculty members. Parking permits are valid for an entire academic year and expire at the end of August. The white permit allows you to park after 2:30 p.m. in any lot except Lots A,C-2, L, N, O, R, and S. Please visit the website above for a map of campus parking lots.

You will need to request a parking permit application from the MET Office of the Dean. Fill it out with your car information and BU ID number, and return it to the Office of the Dean. One of the Administrative Coordinators needs to sign the application for you, certifying that you are a faculty member for Metropolitan College.

Take the application directly to the Parking & Transportation Services, located at 1019 Commonwealth Ave., which is open from 9 a.m. to 5 p.m. If you cannot come to campus during these times, arrangements can be made to have the permit mailed to your home or office.

If you need to come to campus and park during the day, but don’t plan to be here every day, the Red permit provides access to several parking lots that allow payment upon entry. Please contact the Parking & Transportation Services office to apply for the Red parking permit. Lot prices range from $12-45 per day, depending on the lot.

The Green parking permit is for daily use and has a weekly fee attached to it. It is valid in all lots. For more information, please contact Parking & Transportation Services.

If you are coming to campus during the day for a special MET-sponsored event, parking permits may be available. Please contact the MET Office of the Dean to request a parking permit for the day.

The University also provides MBTA passes for a discounted rate. To apply for a monthly pass, please log in to BUWorks (https://ppo.buw.bu.edu/), click on Employee Self-Service, then Campus Services. Applications are due by the 10th calendar day of the preceding benefits month. For more information on the types of passes available, please visit: http://www.bu.edu/parking/permits-passes/faculty-staff-permits/employee-mbta-pass-types/.

**FOOD & BEVERAGE**

There are numerous places on and near campus for a quick bite to eat both before and after class. BU Dining Services has information about options on their website: http://www.bu.edu/dining/where-to-eat/.

Many students need to bring snacks and beverages with them since the majority of MET courses meet during dinner time. Most instructors provide a 10-15 minute break in the middle of class to allow students to stretch and have a bathroom and snack break. Please be respectful of buildings and classrooms that specifically post signs preventing food and beverages (besides water) in the classrooms, and instruct your students to only eat outside or in the hallways.
CLASS MEETING TIMES
Most evening classes meet Monday through Thursday, from 6 p.m. to 9 p.m., but there are other times as well, depending on the academic program and semester. All instructors are required and expected to start and end their classes on time. Instructors may allow a 15-minute break during the three-hour period.

The class meeting time policy is strictly enforced at Metropolitan College, and students are encouraged to promptly report any violations to the Office of the Dean. MET classes must be held for the required number of hours and class meetings. In general, this means fourteen three hour sessions - beginning and ending as scheduled. Not starting the classes on time or dismissing the students before the required end of class time is considered a serious violation of university standards and contracts. Moreover, this is one of the questions in the course and instructor evaluations completed by students.

Due to the number of Monday holidays, the Registrar can assign official "substitution days" (for example, a Monday schedule held on a Tuesday) to ensure at least a minimal number of class meetings.

CANCELLATION OF COURSES
There are times when courses must be cancelled because of low student enrollments or reassignment to full-time faculty. The College will make the decision as early in the semester as possible so that the students may enroll in a different course.

The suggested enrollment for undergraduate courses is 10 and the suggested enrollment for graduate courses is 8. The decision to cancel a course is made by the Department Chair or Faculty Coordinator in coordination with the Associate Dean for Academic Affairs based on student needs and type of course.

In cases where a post-probationary Part-time Faculty Member’s course assignment or section is cancelled, the University will make reasonable efforts to offer another course assignment or section to the impacted Part-time Faculty Member for which he/she is available and qualified to teach. If the course is cancelled within one (1) month of the scheduled start date and no alternative course has been assigned, the impacted Part-time Faculty Member will receive thirty percent (30%) compensation of the cancelled course rate. If the course is cancelled after it is offered and accepted but more than one (1) month of the scheduled start date and no alternative course has been assigned, the impacted Part-time Faculty Member will receive twenty percent (20%) of the cancelled course rate.

If a probationary Part-time faculty member’s assigned course is cancelled, the department shall notify the Part-time Faculty Member of the cancellation immediately. In the case of course cancellation, the Part-time Faculty Member may be offered an alternative course that has not been assigned and that the part-time faculty member is qualified to teach, if available. A probationary part-time faculty member shall be paid a cancellation fee of fifteen percent (15%) of the course rate if the course is cancelled in full if fewer than seven (7) days from the beginning of the course and an alternate course is not available and assigned.

CANCELLATION OF A CLASS MEETING
If you find it necessary to cancel a scheduled class meeting during the semester, please notify your faculty coordinator at the academic department and the Office of the Dean immediately. If you cancel a class, it is your responsibility to contact your students before the scheduled meeting. It is required that the cancelled class is made up as soon as possible.
CANCELLATION DUE TO STORMS OR EMERGENCIES
The University may close due to inclement weather. Professors are not allowed under any circumstances to cancel class before a University announcement is made to do so. In the event that weather conditions could cause an all-day closing, the University will make announcements between 6 a.m. and 9 a.m. on the following local television and radio stations only:

Radio
- WBUR 90.9 FM
- WRKO 680 AM
- WBZ 1030 AM

Television
- WBZ-TV Channel 4
- WCBV-TV Channel 5
- WHDH-TV Channel 7

If you are out of range of these stations, please call 617-353-SNOW (617-353-7669) or the University Switchboard at 617-353-2000. Do not call the MET Office of the Dean, BU Police, or the media stations listed above.

Information will also be listed on the BU homepage (www.bu.edu) and the WBUR (www.wbur.org) website. For partial cancellations, the University will usually make announcements by 3 p.m. On such occasions, Human Resources will notify all vice presidents, deans, and directors so that they may inform their employees, and all faculty will be notified via email.

OFFICE HOURS
Office hours are an extremely important part of every course, as instructor accessibility is a key component of successful learning environments. Unfortunately Metropolitan College does not have the resources to provide every part-time instructor with an office location. Therefore most instructors will hold their office hours in their assigned classrooms for either the hour prior to or directly after their class meeting. Please contact your Academic Department or an Administrative Coordinator in the Office of the Dean to ensure that your classroom is available during that time.

Office hours should be included on the course syllabus, and clearly announced in class by the second class meeting, and are expected to be held on a weekly basis. It is also important that timely responses to your students’ emails be met - the standard expectation is to reply within two business days.

COURSE AND TEACHING EVALUATIONS
At the end of each semester the College requires its instructors to take about 20 minutes of class time to allow students to evaluate the course in which they are enrolled. Enclosed you can find a list of evaluation questions that students will be asked about the course and instructor performance. The main purpose of this evaluation is for the College and the instructors to learn how the students view course content and teaching methods. The results of the evaluation, along with student comments, are available to the instructors after the semester has ended and are carefully considered in the process of rehiring of faculty.

Evaluations will be sent via email as soon as they are fully processed and available. Instructors are urged to discuss their evaluations with their academic supervisor and work a plan on improving them with each future offering of the class.

It is mandatory that evaluations be conducted for each course, each semester, both for full-time and part-time faculty teaching in Metropolitan College. During the semester an evaluation packet will be mailed to you or
delivered to your office. These evaluations must be completed before examination week.

You will be asked to assign a student to administer the evaluation materials, and return the completed materials to the office. The integrity of this process requires that the evaluations be conducted without faculty involvement or being present in the classroom while the evaluations are being done.

These evaluations might not provide all of the feedback you need to improve your course or your teaching, but are a very important standardized metrics for assessment of student satisfaction with their educational experience. You are encouraged to develop supplemental means to cull student opinion on course materials, exercises, relevancy, and specific teaching techniques that could never be captured through a standardized, numerical instrument.

**PART-TIME FACULTY PERFORMANCE EVALUATIONS**

The Department Chairs, Program Directors, and Faculty Coordinators or designees have overall responsibility for the regular evaluation of part-time faculty members. This may include, but not be limited to, the following:

- Reviewing all student evaluations, syllabi, and applicable course materials, examining assessment methods, and observing teaching to evaluate teaching effectiveness. The Chair or Director may also take into consideration any student complaints and commendations, both written and oral, about a part-time faculty member’s performance.
- Student Evaluations: Every part-time faculty member shall be evaluated by students in each class each semester, using University-approved course evaluation processes and forms. Departments may use different course evaluation forms, provided they have been approved by Dean of the College. At the end of each semester, the Department Chair or Program Director will review the course evaluations and shall provide feedback to the part-time faculty member if there is evidence of unsatisfactory teaching performance.
- In order to assess teaching effectiveness, the Department Chair, Program Director, Faculty Coordinator, or designee may also visit the classes of any part-time faculty member under his/her supervision at any time and as he/she deems appropriate based on reasonable concerns of teaching performance or at the request of the part-time faculty member. Normally, this will be done no more than once a semester. Generally, the date and time of the classroom observation shall be decided in advance by mutual agreement between the Department Chair, Program Director, or designee doing the observation and the part-time faculty member. The Chair, Program Director, or designee, shall write a summary of any classroom visit and shall meet with the part-time faculty member in order to provide a copy of the written summary and review his/her observations. The part-time faculty member is free to add his/her own comments about the observation summary. Such summary by the Chair, Program Director, or designee, as well as any comments by the part-time faculty member, shall become part of his or her personnel file. The part-time faculty member may request an additional classroom observation by a different faculty member chosen by the Department; such request shall not be unreasonably denied (SEIU Local 509 Contract, Article 13).

For the full MET specific part-time faculty performance evaluation criteria please see the MET Part-time Faculty Performance Evaluation document at [http://www.bu.edu/met/for-faculty-staff/faculty-resources/academic-policies-and-procedures/](http://www.bu.edu/met/for-faculty-staff/faculty-resources/academic-policies-and-procedures/).

**GUEST SPEAKERS**

[http://www.bu.edu/met/for-faculty-staff/faculty-resources/academic-policies-and-procedures/guest-speakers/](http://www.bu.edu/met/for-faculty-staff/faculty-resources/academic-policies-and-procedures/guest-speakers/)
Instructors can occasionally decide to bring guest speaker in their classes. The purpose for an honorarium request is for class enrichment through the expertise of a distinguished guest speaker. The current honoraria range from $50 to $150 per lecture, depending on the time spent (one, two or three hours) and the background of the guest speaker. All requests should be submitted to the department chair, who should then submit the paperwork to the Office of the Dean for approval. A syllabus with the need for a guest lecturer as well as the qualifications of the speaker should be included with the Honoraria form to the Academic Dean.

The number of speakers is limited to three guests per course unless the structure of the course requires more. In the latter case the syllabus should be submitted for approval prior to the start of class. Upon approval, a parking voucher and a possible honorarium may be issued by the college.

A guest speaker is not a replacement of the instructor of record, and therefore the instructor of record should be present in the class during the guest lecture as well.

**CLASS LISTS**
You can obtain information about your students (who is enrolled, their phone numbers, e-mail addresses, etc.) through the Faculty Link. This can allow you not only to obtain on-line data, but also to create a spreadsheet for the management of your course. With a valid BU Login and Kerberos password you can enter the Faculty Link at [http://www.bu.edu/link/](http://www.bu.edu/link/).

As the instructor, you are responsible for verifying whether or not a student attended a particular class. Please retain class lists and name/address/phone information for each student. In case of emergencies, this information will enable you to contact your students.

Faculty may not use any information about students for an external business purpose.

**ATTENDANCE INDICATOR PROJECT**
Each semester, the Registrar conducts a study, called the Attendance Indicator Project, to determine actual attendance in courses. This is an essential means by which the University reconciles its finances. Since the faculty member is often privy to information beyond official enrollments, your cooperation is essential. Please respond quickly and accurately to the request for verifying who is attending your classes.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student’s education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law. You should not discuss a student’s record, academic performance, or grade with any outside parties, including parents, unless authorization is already filed with the university. If authorization has been filed, it will be posted on the student’s record which you can view through the Faculty Link.

Complete information about students’ rights under FERPA and Boston University’s implementation of FERPA is located online at: [http://www.bu.edu/reg/ferpa/](http://www.bu.edu/reg/ferpa/)

**LEARNING DISABILITIES**
If a student in your class has identified him/herself as having a learning disability, and has presented appropriate University documentation, you are required by law (the Americans with Disabilities Act of 1990) to provide any and all reasonable accommodations required by the student in order to successfully complete your course. Please note that the ADA also applies to students with physical and psychological disabilities.
In general, it is best to discuss with the student, in private, the accommodations s/he will require. Typical accommodations include untimed exams, oral exams, time-and-a-half on exams, non-multiple choice exams, and tape recording lectures and discussions.

If you require assistance or have questions regarding a disabled student’s needs, the Office of Disability Services can assist you. You can contact them at 617-353-3658 or they are located at 19 Deerfield Street, 2nd Floor.
ACADEMIC POLICIES & PROCEDURES

REGISTRATION
New and continuing Metropolitan College students may register online (WebReg) for their courses. Students unable to register online must contact their department to complete a registration form. In order to manage class size, some courses require either departmental or instructor’s approval. Given the often large influx of students from throughout Boston University, some courses allow for MET students to register via WebReg, but students from other colleges in the University are required to have MET departmental approval. Graduate students taking 11.5 or more credits in a term (that is, three or more courses) and undergraduates taking more than 12 credits in a term (that is, four courses) are considered “full-time.”

ATTENDANCE
Students are expected to attend class regularly and behave in a proper manner. Please remember that for most courses at Metropolitan College a missed class is not only just a missed hour, but also a missed week. Faculty members are expected to maintain accurate student attendance records.

When students miss classes for legitimate reasons, instructors generally try to make accommodations within reason. It is strongly suggested that you require written documentations of illness, injury, hospitalization, death in the family, etc.

ADDITION COURSES
During the first two weeks of each semester, students may add courses to their class schedules with instructor approval or on the Student Link (http://www.bu.edu/link). Faculty should not feel under any pressure or obligation to admit any student who has missed more than one class meeting. All students who wish to add your course must present an Add/Drop form to you for your signature. Once your class has reached its enrollment limit, you should admit Metropolitan College students first and students from other colleges in the University as space permits. As you add students, please be sure enough textbooks are available in the Boston University Bookstore.

DROPPING COURSES
Students who wish to drop one or more of their courses can do so on the Student Link (http://www.bu.edu/link) or they must complete an Add/Drop form. An instructor’s signature is required on the Add/Drop form for all courses dropped after the fifth week of class. Students dropping all courses must complete a Withdrawal/Leave of Absence Form and submit it to the MET Office of the Dean.

AUDITING A COURSE
Students are able to audit academic courses for a fee. Most auditors in your courses will either be Alumni Auditors, or Evergreen Students, but some are from the general population and have paid the full tuition cost for the course. Students are not allowed to sit in on a course without being properly enrolled in the course - all students auditing a course should be listed on the class list and grade report sheets, and have this information printed next to their names (AU).

Evergreen students will not show on your class list, but they will be on a separate class list that will be given to you if you have Evergreen students in your course. Evergreen students also require approval from faculty at the start of the semester in order to attend any classes. A special registration form will need to be signed before the student is registered.

Until the fifth week of class, students may change from credit to audit (or audit to credit) status by filing an Add/Drop in the Metropolitan College office. Your approval will be required on this form. These students would receive a grade of "AU" on your final grade report.
Boston University alumni are able to take undergraduate level Metropolitan College courses (science courses with labs are excluded) for a reduced fee (typically $220). Evergreen students are senior citizens aged 57 or older and may take any undergraduate level course within the university for $40. If space allows, please allow these students in your course as they often enrich the classroom environment.

It is at the instructor’s discretion whether to allow a student to audit the course, and what level of participation is expected of the student. Many auditors do wish to participate fully in all assignments and examinations, but some may wish to only attend the lectures. It is important to clearly define your criteria for auditors at the beginning of each semester.

**DIRECTED STUDY**

http://www.bu.edu/met/for-students/met-policies-procedures-resources/directed-study/

Metropolitan College degree candidates in their undergraduate junior or senior year and graduate students may elect to pursue directed study in their area of concentration. The student should arrange with the professor when and how the work will be conducted, including negotiating the area of investigation, requirements, and evaluation criteria. The student and the professor should complete an Application for Directed Study. This form is submitted to the program coordinator or department chairman, and then to the Associate Dean for their approval.

These guidelines must be followed when applying for a directed study:

- Students must be matriculating degree candidates to apply for a directed study.
- No more than one directed study may be taken during any semester.
- No more than two directed studies may be accepted toward a student’s degree program.
- Directed studies may not substitute for a required course or duplicate an elective course.
- A directed study is considered an academic course and therefore academic credit and a grade will be given, and tuition charges will be assessed.

**CLASS SIZE**

The enrollment limit (number of available spaces in each course) is determined by the Associate Dean in consultation with your faculty coordinator.

**FINAL EXAMINATIONS**

http://www.bu.edu/reg/general-information/final-exam-information/

Final examinations at Metropolitan College are administered only during the final exam period at the end of each semester as stated on the Academic Calendar. Final exams should not be given on the last class of the semester as this detracts from required teaching hours.

**Things to know about final exams:**

- The Final Exam Matrix (http://www.bu.edu/reg/calendars/final-exams/), made available by the Registrar’s office, details when each class block is scheduled for exams. Please review this at the beginning of each semester for your designated exam time.
- Should you have special classroom requests, group exams, or require additional technology for your exam, please contact the MET Office of the Dean as soon as possible. In most cases, additional AV media (such as projectors) can be requested through Classroom Support Services and do not require a room change (http://www.bu.edu/tech/instructional-support/classroom/). However, should a room change be necessary, a request needs to be made to the MET Office of the Dean.
• The Registrar’s office will post exam dates, times, and room assignments to the Faculty Link. Faculty will be notified when this information becomes available.
• It is the faculty members’ responsibility to check the Link and note the scheduling information for their finals. Any requests for exam changes made three weeks after the final exam schedule is posted to the Faculty Link will not be honored.

MAKE-UP EXAMINATIONS
Any arrangement for make-up examinations is made between the instructor and the student. The MET Undergraduate Student Services Office can help coordinate make-up exams for MET courses number 100-599. The MET Office of the Dean can coordinate make-up exams for graduate level courses (numbered 600+).

GRADE SUBMISSION
Final grades must be submitted via the WebGrade function on the Faculty Link (http://www.bu.edu/link) within 48 hours after the last class session or 72 hours of the final examination. However, if your final is on the last day of the final exam period, you must turn in grades within 24 hours to allow schools time to clear students for graduation. Any delay in filing a final grade may prevent a student from graduating or receiving financial aid awards.

Instructions for WebGrading can be found at http://www.bu.edu/met/for-faculty-staff/faculty-resources/administrative-procedures/grading/.

Faculty are also responsible for providing feedback. Exams and papers should be graded as soon as possible after completion and should be returned to students within a week. Examinations and papers should be viewed as learning opportunities as well as measures of performance. Every effort should be made to provide students with an opportunity to learn more from their mistakes and successes. Instructors may choose not to return final examinations, but students always have the right to review the final examination and to discuss the examination and the grade with the instructor.

GRADING

Undergraduate Courses
The grading system for the University and all undergraduate courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D</td>
<td>1</td>
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<tr>
<td>F</td>
<td>0</td>
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<tr>
<td>P</td>
<td>Not applicable</td>
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<tr>
<td>I</td>
<td>Not applicable</td>
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<tr>
<td>J</td>
<td>Not applicable</td>
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<tr>
<td>AU</td>
<td>Not applicable</td>
</tr>
<tr>
<td>W</td>
<td>Not applicable</td>
</tr>
<tr>
<td>MG</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Graduate Courses
Students matriculating in Metropolitan College graduate degree programs are required to maintain high levels of achievement to remain in good standing in their programs. Please refer to the requirements of each graduate program on this website. In many graduate programs, a minimum passing grade is a B- or a C.

Graduate programs at Metropolitan College use a system of letter grades for evaluating coursework, as shown in the following chart:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Not applicable Pass with Credit</td>
</tr>
<tr>
<td>I</td>
<td>Not applicable Incomplete; additional work required</td>
</tr>
<tr>
<td>J</td>
<td>Not applicable Registration in same or continuing course necessary to complete requirements</td>
</tr>
<tr>
<td>AU</td>
<td>Not applicable Audit; no credit</td>
</tr>
<tr>
<td>W</td>
<td>Not applicable Withdrew</td>
</tr>
<tr>
<td>MG</td>
<td>Not applicable Missing grade; grade not assigned</td>
</tr>
</tbody>
</table>

Auditing students are not expected to fulfill the course requirements for a letter grade. Review of the work by auditing students is at the discretion of the instructor. Auditing students receive the grade of "AU" on the final grade report.

"W" grades automatically appear on the student's transcript if he/she has withdrawn from the College or officially dropped the course after the fifth week of class. Faculty should not assign "W" grades.

The designation of “MG” indicates an unresolved registration status. “MG” is assigned by faculty to students who never attended the course or who stopped attending the course before the last day to drop a standard class without a “W” grade (see the Office of the Registrar’s website for date). “MG” should be used rarely. Faculty members entering an “MG” must include in the “Comments” the reason for the grade and give the last known date the student attended the course. This policy necessitates that faculty take attendance and work with students that are attending class to ensure completion of the course, an appropriate grade based on work complete, and where necessary for extreme circumstances, an “I” grade. The Office of the Dean will follow up with faculty who have entered a “MG” grade over the course of the next semester or 6 months. If the student has not resolved the registration issues and has not had the course dropped properly from their transcript they will receive an “F” on their transcript until the issue is resolved. Students will not be allowed to graduate from Boston University with a “MG” on their transcript and faculty may also be contacted by faculty or staff in the department and/or the Office of the Dean to provide more information in order to resolve the grade at the time that the student applies for graduation if the grade has not been previously resolved.
For students who stopped attending a course after the last day to drop a standard class without a “W,” faculty must submit a letter grade or an “I.” An “I” grade can only be used if the faculty member and student have discussed a plan for completing course requirements and filled out and submitted an “Incomplete Form.” Refer to the policy on “Incomplete” grades.

**Pass/Fail Grades**
Undergraduate degree students may opt to take up to eight credits on a Pass/Fail basis. Undergraduate student may find more information at [http://www.bu.edu/academics/policies/policy-on-passfail-courses-for-undergraduate-students/](http://www.bu.edu/academics/policies/policy-on-passfail-courses-for-undergraduate-students/).

Non-degree, certificate, and graduate students may not take courses on a Pass/Fail basis.

**Honor Points**
Honor points are the numerical equivalents assigned to each letter grade. To determine the total honor points for a course, multiply the number of credits earned by the numerical honor point(s) assigned to the grade (e.g., a 4-credit course awarded an A equals 4 credits multiplied by 4 honor points equals 16 total honor points).

**Semester Grade Point Index (GPI)**
The grade point index for a semester is computed by dividing the total semester honor points earned at Boston University by the total semester credits of those subjects completed, with the following exceptions:

1. The grade “P” is not computed in the grade point average.
2. “I” grades are not computed in the grade point average until all additional required work is fulfilled and an appropriate letter grade is assigned.
3. “J” grades are not computed in the grade point average until the required work in the same or continuing course is completed. At that time, the total credits for the course are computed in the grade point average on the basis of the last grading date.
4. Although “F” grades are awarded zero honor points, the number of attempted credits (per failed course/s) is computed into the cumulative grade point average.

**Cumulative Grade Point Average (GPA)**
The four stipulations listed above for the semester GPI also apply to the cumulative grade point average. The cumulative grade point average is attained by dividing the cumulative honor points earned by the cumulative credits of all those courses completed at Boston University, until either an undergraduate or a graduate degree is earned.

**Plagiarism**
Turnitin is a web application that detects plagiarism, unauthorized collaboration among students, and inappropriate use of sources. Students and faculty submit their work to course-specific folders on the site, which are then compared against a database of websites and previous paper submissions from within the course and other courses, as well as other schools and universities. Each paper receives an originality report that highlights passages similar to other sources and provides links to original sources. Students’ submissions are viewable only by the faculty member for the course.

Turnitin is available to all current Boston University Faculty and can be accessed through Blackboard Learn or directly through the [Turnitin website](http://www.bu.edu/).
For more information on how to use Turnitin, please visit the IT Tech website:
http://www.bu.edu/tech/services/support/desktop/distribution/turnitin/

Grade Inflation
Grade inflation is not in the best interests of our students or the reputation of our institution. Faculty have a responsibility to differentiate the performance of their students, and to reward only those who do exceptionally well with high grades. Part-time faculty especially have the difficult task of establishing their standards in a University context with which they might not be familiar. Faculty are encouraged to talk with their coordinators in establishing appropriate grading standards that are consistent with University norms and that send the appropriate message to students about the level of their work.

Grades of A or A minus should be limited only to those students truly distinguishing themselves in the course. The Academic Policy Committee of Metropolitan College recommends the following guidelines for distinguishing grades for undergraduate courses:

- A/A-: 15% to 20%
- B+/B-: 60%
- C+/C/C-: 15% to 20%
- D/F: As merited

For graduate level courses, not more than 20-25% of grades should be in the A/A- range, with the rest of the grades appropriately distributed to differentiate student achievement.

INCOMPLETE GRADES
http://www.bu.edu/met/for-faculty-staff/faculty-resources/administrative-procedures/incomplete-grade-contracts/

If a student is unable to complete a course requirement for an acceptable reason, the student and the instructor should submit an “Incomplete Grade Contract” to the MET Office of the Dean. If an Incomplete Grade Contract is not filed with the MET Office of the Dean for an “I” grade, that grade will automatically be changed to an “F.”

The student must complete the course requirements within one semester. Upon completion of the required work, the instructor must file a Grade Change form with the Office of the Dean. If the work is not completed after one semester, the grade of "I" will automatically be changed to an "F."

GRADE CHANGE FORMS
Grade Change forms need to be submitted to the Office of the Dean for approval. In the case of instructor error, the form will be approved. The Dean will not countersign any Grade Change form that indicates a student did additional work to raise a grade. Late work requires the "Incomplete" procedure described above. Grade Change forms are available in Room 103, for Metropolitan College instructors only. After completing a Grade Change form, the instructor should submit the form to the MET Office of the Dean in Room 103 for approval and transmittal to the Office of the Registrar. Students may not pick-up or deliver Grade Change forms.

STUDENT ACADEMIC CONDUCT

Student Academic Conduct Code
To review both the Boston University Undergraduate Student Academic Conduct Code and the Metropolitan College Graduate Student Academic Conduct Code, please visit:
http://www.bu.edu/met/for-students/met-policies-procedures-resources/academic-conduct-code/
Academic conduct promoting the desired educational environment of the College involves behavior which refrains from cheating on exams, plagiarism, misrepresentation or falsification of data, theft or destruction of examinations or papers, or alteration, forgery, or knowing misuse of academic records or documents or other similar behavior. The Metropolitan College Student Academic Conduct Code provides faculty members with guidelines (available in the Office of the Dean) and procedural information concerning academic misconduct. Potential student infractions of the Code should be reported to the Associate Dean for Student Affairs.

The Internet has made plagiarism simply a matter of copying/pasting. By using search engines on the Internet, you may check on the web for phrases that might not be the student's. You should reiterate to students that copying text from the Internet is a bona fide form of plagiarism that could result in dismissal from Boston University.

Unfortunately, student dishonesty is rampant throughout academe. Many surveys demonstrate that the vast majority of America's students admit that they have cheated or plagiarized at one time or another. The more students believe dishonesty is the norm, the easier it is to rationalize the need to be dishonest. It is important that faculty not be lax or lenient when confronted with dishonesty in their classes. As a faculty member, you should emphasize repeatedly that all work must be original. Some faculty even have students sign statements verifying the originality of their papers. You should make dishonesty difficult - by proctoring in-class examinations vigilantly, by insisting that sources be documented in student papers, and by clarifying the limits of collaboration in the requirements of your course.

You should report any suspected case of academic dishonesty to the Associate Dean for Student Academic Affairs. Student discipline is not an internal matter that can be absorbed into a student's grade. You should not put yourself in a judgmental role, and try to investigate and resolve problems yourself. To be fair to you, and equitable to students, the College has formal process through its Academic Conduct Board for conducting hearings on cases that arise.

**INTERNATIONAL STUDENTS**

Boston University has a large population of international students. Particularly at the graduate level, Metropolitan College has been enrolling an increasing number of students from other countries. International diversity can provide a richness and worldliness that can enliven class discussion. As faculty, it is your responsibility to expect all students to participate appropriately and to perform at the same high standards you establish.

**FACULTY DEVELOPMENT**

Part-time faculty members are encouraged to speak with their coordinator or with the Associate Dean about their professional development and future teaching in Metropolitan College. MET is a university-within-a-university in its breadth of programs, student populations, and locations. The Metropolitan College provides a series of forums where faculty can interact across disciplines. Routinely, the Dean will host roundtable discussions or sponsor presentations on pedagogical issues. You are encouraged to attend and learn from faculty colleagues.

**The Center for Teaching and Learning** (CTL) is offers a variety of Teaching Talks and Teaching Tech Talks, focusing on teaching and the professional development of faculty and graduate-student teachers. Teaching Talks will focus primarily on pedagogy, while Teaching Tech Talks will dive deeper into the use of technology to enhance teaching.

For more information and to reserve a spot for one of their Teaching Talks or Teaching Tech Talks, please visit
the CTL website at http://www.bu.edu/ctl/events/teaching-talks/. CTL consults with part-time faculty members through the Joint Labor Management Committee regarding alternative scheduling of services to accommodate all faculty members. Part-time faculty also have the ability to apply for course development grants and similar support that may be offered by the University on a competitive basis to enhance course offerings and teaching skills (SEIU Local 509 Contract, Article 9, Section 9).

**IS&T** offers ongoing technology education for faculty and staff. From instructor-led classes to downloadable reference materials and interactive online courseware, training is provided in a variety of convenient formats. Topics cover areas that help make you more effective and efficient when working with today’s technology.

Classroom sessions are led by instructors with many years of experience in a variety of software offerings; they provide you the opportunity to ask questions of a real person in real time. Online training materials are a convenient and cost-effective option that save time, money, and paper – it’s available 24/7 from any computer with a network connection.

For more information, please visit the IS&T Training website at http://www.bu.edu/ctl/events/teaching-talks/.

**THE COURSE SYLLABUS**

In the classroom, a part-time faculty member’s pedagogy shall be guided by the course description and syllabus, requirements of effective teaching, adherence to academic and professional standards, and encouragement of the spirit of inquiry among students. (SEIU Local 509 Contract, Article 6, Section 1)

A copy of your syllabus must be sent to your program coordinator and department chair or program director at least one week prior to the start of the semester. Please also send an electronic copy to the MET Office of the Dean at metcad@bu.edu. If the department chair or program director has a reasonable concern that the syllabus is not consistent with the criteria above, he or she will schedule a meeting with the faculty member to discuss such concerns.

A well-constructed course syllabus describes the course overall, the learning objectives for students, what materials are required, when key deliverables are due, when exams will be given, the grading structure, and a discussion of academic conduct expectations. Class by class assignments for the term should also be included in the syllabus. To view a sample syllabus and checklist, please visit the MET Faculty Resources page: http://www.bu.edu/met/for-faculty-staff/forms/

A current, lucid, and complete course syllabus is very important for you, your students, and Metropolitan College. A complete course syllabus helps you organize your course logically, clearly state your objectives and expectations for the course, and convey conscientiousness and enthusiasm about teaching. A complete syllabus helps your students understand who you are, what they will learn from your class, what you expect from them, what they can expect from you, and how you will determine what they have learned. A complete syllabus helps your students understand who you are, what they will learn from your class, what you expect from them, what they can expect from you, and how you will determine what they have learned. A complete syllabus is also very important for Metropolitan College because it is a public document that should reflect the College’s commitment to high standards of teaching and your contract with your students. A complete course syllabus should contain the following kinds of information:

I. Basic information about the instructor, the course, and the classroom
   A. Instructor's full name, telephone number(s), best time(s) to call, and, e-mail address, if available.
   B. Complete course title, number, and section.
   C. Classroom location (building and room number); times and days of class meetings.
   D. Course prerequisites, if any.
II. Required and recommended texts, materials, and supplies
   A. Required texts, and articles (provide complete citations-author, title, publisher, and edition).
   B. Reserved library readings (provide complete citations and indicate where students may obtain the readings).
   C. Other required materials, such as lab manuals, lab equipment, art supplies, and workbook.

III. General overview of the course and course objectives
   A. The purpose and importance of the course, its unique features, the manner in which it will be taught, and his or her teaching philosophy.
   B. Primary course objectives-list characteristics, qualities, abilities, or competencies students will be expected to have mastered at the end of the course.
   C. Description of how class sessions will be conducted (lecture, discussions, group work, etc.).

IV. Course calendar
   A. A week-by-week list of topics to be covered in sequence.
   B. Due dates for reading assignments, projects, classroom activities, examinations, and so forth.

V. Course requirements, policies, and grading standards
   A. Grading standards, weight, and criteria for each graded component to be included in the final grade.
   B. Policies regarding attendance and participation. If participation is included in the grade, how you define and measure participation.
   C. Types of exams and questions (multiple choice, essay, etc.).
   D. Policies regarding late assignments, make-up exams, and extra credit.
   E. Policies regarding academic honesty. For example, the University considers plagiarism (any attempt by a student to represent sent the work of another as his or her own) and other forms of cheating serious offenses and enforces serious penalties when they occur.

THE FIRST CLASS AND BEYOND
The first class is your opportunity to establish a positive first impression, and key to launching a successful relationship with your class. The enthusiasm, mastery, authority, respect, and caring that you convey will be instrumental in determining your rapport with your students. Try to integrate a first course topic or exercise that will quickly engage your students and prepare them for the rest of the course. The sooner you get to know your students and they get to know you will be crucial in establishing a teacher/student relationship. Early in the term encourage your students to talk; those who do not often drift into passivity. Students who participate are more stimulated and attentive. Likewise, it is important for you to learn the students' names as early in the term as possible.

MET students continually praise part-time faculty for the practitioner knowledge they bring to their classes. You should draw from both formal material in the course and from your own experience in creating a provocative experience for your students. Your "war stories" are supplemental to the content of your course, and cannot replace a thorough analysis of the material. Particularly in courses with a more quantitative focus, it is crucial that the instructor projects a mastery of the specific problems and topics, by having thoroughly prepared the assignment and anticipated how best to articulate the analysis. Your goal should be to enrich their academic career with a memorable class.

SEXUAL HARASSMENT POLICY
Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual...
harassment. Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

**DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where: --an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or, --the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment.

**EXAMPLES OF CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT**

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct.

The Massachusetts Commission Against Discrimination lists the following as examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it. As a university, Boston University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.
COMPLAINTS
If you have questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate person listed below:

Faculty, staff or applicants for employment: contact the Equal Opportunity Officer in the Office of Equal Opportunity & Affirmative Action, 25 Buick Street, Room 274, 617-353-9286.

Medical campus employees and applicants may also contact the Director of Personnel at the Medical Campus Personnel Office, 801 Massachusetts Avenue, Suite 400, 617-638-4610.

Students: Contact the Director of Judicial Affairs in Judicial Affairs & Student Safety Programs, 19 Deerfield Street, 617-358-0700. Students living in campus residences may also contact their local hall or area office. All students may also contact the Equal Opportunity Office.

Applicants for admission: contact the Equal Opportunity Officer in the Office of Equal Opportunity, 25 Buick Street, Room 274, 617-353-9286.

Employees covered by a collective bargaining agreement: specific provisions of the agreement may provide additional options for addressing a sexual harassment complaint. Some of the schools and colleges at Boston University have also established their own procedures for handling issues of sexual harassment. Faculty, students and staff who are members of academic units may contact the office of their dean to determine whether to use these complaint procedures.

Nothing in this policy is intended to limit the authority of Boston University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

STATE AND FEDERAL AGENCIES
In addition to the above, you may file a formal complaint with the government agencies listed below. Faculty, staff, applicants for employment, or students: Massachusetts Commission Against Discrimination, One Ashburton Place, Room 601, Boston, MA 02108, 617-727-3990.


Students, applicants for admission, faculty, staff, or applicants for employment: Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110, 617-289-0111.
FREQUENTLY ASKED QUESTIONS

What payroll forms do I need to turn in?

If you are a new part-time or full-time faculty member:

In addition to the appointment forms that are due to your department coordinator, you will be contacted to set up an appointment to verify your I-9 documents with Human Resources. After verification you can access the Employee Self Service tab in the BUworks Portal (https://ppo.buw.bu.edu/) to fill out additional payroll information and to set up direct deposit.

If you are a returning faculty member:

If you have taught within the past 18 months, you should not have to update your W4 and direct deposit unless any of your information has changed.

If you have not taught for Metropolitan College within the past 18 months, please visit the Employee Self Service tab in the BUworks Portal (https://ppo.buw.bu.edu/) to verify that your payroll information is correct.

I didn’t receive my check this month. What should I do?

Contact Sergio Lemos, the MET Payroll Coordinator, at 617-353-2974 or sergiol@bu.edu, and Tessa Haynes at 617-358-2397 or at tcaitlin@bu.edu.

How do I get a parking permit for the evening?

You will need to request a parking permit application from the MET Office of the Dean for a free, white, evening parking permit. The form needs to be countersigned by a coordinator in the MET Office of the Dean before being processed by Parking Services. Please see the “Parking Services” section on page 18 for more information.

What if I want to park during the day?

If you are coming to campus during the day for a MET-sponsored event, please contact the MET Office of the Dean to request a parking permit for the day. Please see the “Parking Services” section on page 18 for more information about other permit options for parking during the day.

I need a projector for class, but there isn’t one in my classroom. How do I get one?

If you need a projector for just one or a few classes, please submit a form through the Classroom Media Support (http://www.bu.edu/help/tech/av/#task=media-classroom) website at least three days in advance of your class. If you need a projector every night, contact the MET Office of the Dean to request a room change.

When do instructors without an office normally hold office hours?
Many instructors hold office hours in the classroom either before or after class. In certain situations, rooms can be booked for special meetings or study sessions. If an additional space is needed, contact the MET Office of the Dean.

How do most instructors give breaks during a three hour class?

Many instructors give a ten to fifteen minute break in the middle of the class, but it is up to you to decide if you want to give a short break during the class.

How do I enter my grades online?

Please view these step-by-step instructions (http://www.bu.edu/reg/files/2011/12/instructions-for-webgrading.pdf) for help on how to submit your grades online. For a breakdown of acceptable grades, please view the “Grading Standards” section on page 27.

All grades should be submitted online through the WebGrade system, which requires your Kerberos login. If you do not have a Kerberos login, please visit the IT Help Center (617-353-HELP) to set up your username and password. Please be prepared to show your faculty University ID.

If you have forgotten your Kerberos password, please contact the IT Help Center at 617-353-HELP (4357).

How do I submit a grade change?

You need to obtain a grade change form from the MET Office of the Dean. Fill it out completely, including all course information and the reason for the change, and return it to the Office of the Dean. The Associate Dean for Student Affairs must review and approve the change before sending it to the University Office of the Registrar.

What can I submit a grade change for?

Please review our grading standards for what may be changed and what may not.

A student hasn’t finished the work for my class. What should I do?

Please review our policies for an Incomplete Grade Contract on page 30.

Where do I send the Honoraria/Guest Speaker form?

Honoraria/Guest Speaker paperwork should be returned to the Academic Programs Manager in the MET Office of the Dean.

What does the guest lecturer need to turn in to be paid through an honoraria?

Please review our Guest Speaker policies on page 123.

I want to change my room. What do I do?

Room changes will only be granted based on the number of enrolled students and the specific needs of the course. No room changes will be made after the third week of classes. If you would like to request a room change, please contact the Administrative Coordinators in the MET Office of the Dean at 617-353-3000.
The following information will be required:
- course number,
- meeting day and time,
- number of seats required for the room,
- the reason for the room change, and
- room requirements

Find more information about room changes and procedures on page 15.

The temperature in my classroom is too hot/too cold. Who do I call?

If you have a problem with the heating, ventilation, or AC unit in your classroom, you need to call the Facilities Management & Planning emergency/evening number at 617-353-2105. Be sure to give them the address of the building and your room number.

I suddenly have an extra student in my class in a “J1” section. What is this?

Students enrolled in the J1 section of your course are Alumni Audit students. These students are all alumni of the University and are therefore entitled to audit any undergraduate MET course with the instructor’s permission. These students are added after the third week in the semester, which is why the extra section appears late. For additional information, please see the Auditing a Course section on page 25.