12. The Boler College retains electronic copies of final exams. Instructors must submit an electronic copy of their final exam to the department administrative assistant promptly after the final exam is given.

13. Instructors must retain final exam papers of their students (and all other course material not returned to students) through the end of the next semester. Part-time instructors should provide final exams papers of their students to the administrative assistant of the department offering the course.

Updated April 2020

In addition to requirements for face-to-face classes detailed in the   , syllabi for courses with significant online content delivery and pedagogy should include:

- Clear identification of the approach or approaches to direct communication between faculty and students such as times when the instructor is available by phone or chat.

- Description of the course format – online, blended (online/onsite), synchronous, asynchronous.

- Information on required interacmatitn(e)-6.7 ( )g9v9s3w 2.74o -0.6 oe boatn(e)01 Tw 0.(s)-3.4 (u)-6 (s)-8001 T5-1.5 (a