

Online Course Policies and Procedures
Northeastern University- College of Engineering
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Online Course Policies and Procedures

All students taking online courses are expected to read and understand their “Online Course Policies and Procedures” document.

The following are definitions of the various types of online courses offered through the Graduate School of Engineering:

1. V35 & V36 (Video Streaming) – Courses that are offered online with videos of lectures from a concurrent on ground course (V30 & V31)
2. OL (Online) – Course is offered with online instructional activities and possible webinars. There is no association to a concurrent on ground course.
3. HYB (Hybrid) – Course offered with online instructional activities, like a VTL course. In addition to the online activities and possible webinars, HYB courses will have periodic on ground class meetings. There is no association to a concurrent on ground course.

Course Procedures

ALL online course material will be accessed through the designated Canvas system.

OL and Hybrid

OL and Hybrid courses are offered through the general University’s Canvas system. For access to the synchronous web tool for your weekly meetings and recordings, follow the instructions provided by your course instructor.

Video Streaming

Due to classroom constraints, students enrolled in a remote section (section V35 V36) of a course may NOT attend the on-ground classroom section unless the course instructor gives permission to them.

Accessing Streamed Lectures

Canvas can be accessed through your myNEU account.

Access to lecture recordings are via the Zoom or Panopto links in the left-hand menu of the Canvas course site for each course.

Video lectures are typically available for viewing within 24 hours following the end of a lecture.

Previously Captured Video lectures for courses with only a remote section (section V35 only) being offered will be posted on a time line as directed by the instructor.

Video lectures will remain posted for the duration of the semester, unless otherwise specified by the instructor, can be viewed 24/7, and can be viewed multiple times. Lecture access is removed at the end of the semester.

Video streamed lectures are available to students who are enrolled in either the V30 (on- ground) or V35 (online) section of a course, provided the course offers a V35 section.

Missed Classes and Makeup Sessions

Any instructor unable to hold a regularly scheduled video streamed class may opt to schedule a makeup session. These sessions are captured and then posted and made available to students enrolled in both the on- campus section (section V30, V31) and the remote section (section V35, V36).

Course Materials and Assignments

Distribution of materials to students:

Lecture materials may be posted by the instructor (or designee) on Canvas.

Collection and distribution of materials:

1. Students should submit their materials as directed by their instructor.
2. Materials to be returned to students will be emailed from the instructor's department or program office.
3. To ensure proper delivery, all official NU communication emails (from administration and students) to faculty (part-time and full-time) will be directed to their official NU email (@northeastern.edu) address only. Faculty may forward northeastern.edu emails as appropriate. For help forwarding your @northeastern.edu email, please contact Information Services at help@northeastern.edu or 617- 373-4357 (HELP).