

Online Course Policies and Procedures

Northeastern University

Graduate School of Engineering

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GSE Site & Forms

<http://www.coe.neu.edu/coe/graduate/online/index.html>





Online Course Policies and Procedures

Students in Online courses

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

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

- V35 & V36 (Video Streaming) – Courses that are offered online with videos of lectures from a concurrent on ground course (V30 & V31)
- VTL (Virtual) – Course is offered with online instructional activities and possible webinars. There is no association to a concurrent on ground course.
- 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 students of online courses will access their course material through the designated Blackboard system.

Virtual and Hybrid

Virtual and Hybrid courses are offered through either the College of Professional Studies (CPS) Blackboard system at nuonline.neu.edu or through the general University’s Blackboard system at blackboard.neu.edu. Please check with your instructor to determine which system your course can be accessed through. For access to WebEx 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

- Blackboard can be accessed through your myNEU account or directly through the following URL blackboard.neu.edu.
- Students can access lecture recordings via the “Tegrity Classes” link in the left-hand menu of the Blackboard course site for each course.
- Video lectures are typically available for viewing by 12:00pm the day following the lecture.
- 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 will be posted by the instructor (or designee) on Blackboard.

Collection and distribution of materials:

- Students should submit their materials as directed by their instructor.
- Faxes should be sent directly to the instructor (unless otherwise specified).
- Materials to be returned to students will be faxed or emailed from the instructor's department or program office.
- 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 (@neu.edu) address only. Faculty may forward neu.edu emails as appropriate. For help forwarding your @neu.edu email, please contact Information Services at help@neu.edu or 617-373-4357 (HELP).

Examination Policy

Exam Administration & Proctoring

Video Streaming

Students enrolled in video streaming sections of courses may take exams on-campus if an on-campus exam location is available (e.g., if there is a corresponding face-to-face section or the instructor arranges for an on-campus exam). In cases where a student is unable to travel to campus for exams, the student must make arrangements for an exam proctor. The Graduate School of Engineering reserves the right to reject any proctor application.

Exam proctoring is administered using a proctor or proctoring service. The instructor for each class in conjunction with the Graduate School of Engineering will make the decision on what mechanism(s) will be used for each class.

NOTE: Check with the course instructor on what proctor options are available and then following the instructions that apply.

Virtual & Hybrid

Students who are based out of one of the Regional Campuses (Seattle or Charlotte), a testing coordinator is provided that may administer your exam. If you choose to use the testing coordinator, please notify Michael J Johnson mic.johnson@northeastern.edu immediately of this decision. No proctor application form is needed. You will need to email your testing coordinator to coordinate the specifics of taking your exams.

The Testing Coordinators for each campus are, Anne Maria Jacobson (a.jacobson@neu.edu) for the Seattle campus and Carlie Houchins (c.houchins@neu.edu) for the Charlotte campus.

NOTE: If you opt not to use the testing coordinator, and use a proctor, you must submit a Proctor Application form.



When not using your testing coordinator, proctoring is administered using a proctor or a proctoring service. The instructor for each class in conjunction with the Graduate School of Engineering will make the decision on what mechanism(s) will be used for each class. The Graduate School of Engineering reserves the right to reject any proctor application.

Proctoring Responsibilities

Student

Students must make arrangements for a proctor. Proctors must be pre-approved (at least two weeks prior to the first exam). If a student is unsure of any exam dates, they should submit a proctor form by the drop deadline for the semester. Students are required to complete and submit a Proctor Approval form and the Student must email the completed application form to Michael J Johnson mic.johnson@northeastern.edu. The same proctor should be used for every examination.

Proctor Approval Instructions

Proctor Approval Form: http://www.coe.neu.edu/coe/pdfs/gse/Proctor_Form.pdf

Students may use the following resources to secure a proctor:

- The [Consortium of College Testing Centers](#), an official testing center at another institution of higher education, or a formal learning/tutoring center such as [Sylvan Learning Centers](#). The student is responsible for any and all associated fees.
- A student may also submit a proctor application identifying an impartial individual.
 - Acceptable proctors include direct supervisors, HR or training representatives at the student's place of employment, faculty or administrative staff at another institution of higher education, certified librarians, or armed forces education office personnel.
 - Proctors **cannot** be another student, co-worker, relative, friend, neighbor, subordinate, or any other individual with a personal relationship to the student.
- All proctors must have a business email address.
- After submitting the proctor form, the student will receive email confirmation that the form has been received. A second email will be sent to the proctor and the student once the proctor has been approved. It is the student's responsibility to contact the Online Program Specialist if they do not receive one or both email confirmations at least two weeks prior to the first exam.

Proctor

The proctor is responsible for administering exams to the students per the instructor's directions and in accordance with the Academic Honesty and Integrity Policy in order to maintain the security and integrity of the exam process. They will assure that the student:

- Has an appropriate, quiet location to take the exam
- Receives the exam and instructions from the instructor and maintains exam security and integrity
- Monitors the student during the exam time and ensure compliance with the Academic Honesty and Integrity Policy
- Collects the exam from the student at the end of the allotted time
- Returns the exam per the instructions provided

Faculty

To administer each exam, the instructor will make arrangements for the exchange of exam materials with the testing coordinator or live proctor.