

Boler College of Business
Mogana Management

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.

Course Catalogue Definition of Grades: A grades are for outstanding student performance. (CAA) 5.16.11.9.1
 credit, supplemental or

to grade appeals and academic honesty are installed
 on disruptive behavior in the classroom can be found at: <http://www.boler.edu/academic-integrity>

Syllabus Content Policy*

Updated April 2020

Recommendations for online and blended courses

In addition to requirements for face-to-face classes detailed in the **Syllabus Content Policy**, 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 interactions