

**PROCEDURE NUMBER: 2.7.4, Office Hours**

**Authority: UWG POLICY 2.7 (Teaching Responsibilities)**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities.

The purpose of this procedure is to clearly communicate to UWG faculty the office hours procedures.

**A. Definitions**

1. **Office hours**- may include in-office hours and/or virtual office hours.

**B. Office hours procedure**

Faculty must establish office hours in accordance with their academic unit and must note them on the class syllabus. In accordance with BOR 2.18 Academic Feedback policy, the instructor and student should make every effort to be available during instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period (particularly for classes that use subjective grading). Conferences at other hours should be available by appointment for the mutual conveniences of students and the faculty member. Pursuant to BOR 2.18 Academic Feedback.

**C. Compliance**

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

*Recommended by the Provost, the 10 day of Jan 2018.*

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Signature, Provost

Reviewed by President: \_\_\_\_\_

Previous version dated: N/A

Rules committee approval 4/13/2017