FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF ENGINEERING AND COMPUTING
FEEDS POLICY

INTRODUCTION

This policy shall apply to all FEEDS courses, at both the graduate and the undergraduate levels, offered by the College of Engineering and Computing.

PURPOSE

The purpose of this policy is to establish a set of uniform standards for all FEEDS courses at the College of Engineering and Computing. The policy is intended to: 1) provide safeguards to protect the quality and the integrity of the various programs' curriculums; and 2) ensure uniformity and consistency of the requirements for FEEDS throughout the faculty and the programs.

POLICY

Examinations

1. All Miami Dade and Broward County FEEDS students must come on Campus to take examinations with in-class students at the same time as the in-class examination is being given.
2. The Instructor has the right to require FEEDS students outside of Miami Dade and Broward counties to come in for examinations as described in (1), above, on a case-by-case basis, in consultation with the Department Chair.
3. All FEEDS examinations are to be given simultaneously, i.e., all offsite FEEDS students must take examinations at the same time that they are being given to the in-class students. Logistics will be coordinated by FEEDS office.
4. All off-site examinations must be given at a Florida Community College or University or other accredited institution of higher learning outside the state of Florida (or another state), as approved by the instructor and/or the Chair.
5. All off-site examination proctors must be prequalified by the FEEDS Office and approved by the course instructor and/or the Chair.

Delivery of Lecture

1. The videos of the in-class lectures are to be delivered by high speed internet streaming video only.
2. Video cassettes or compact discs of the lecture will henceforth not be delivered to FEEDS students via U. S. Mail or pickup.
3. Since inexpensive broadband service is available nationwide via cable, DSL, LAN, or satellite (DirectWay from DirectTV), no exceptions will be made to this policy. The burden of proving that a particular area has absolutely no broadband service using any of these means shall be on the prospective student.

Time of Exposure
1. The period of time that any FEEDS lecture will be available by streaming video shall be one week (unless a shorter restriction is posted by the instructor on Blackboard). This will be enforced in order to ensure that students view class lectures in a timely fashion and before subsequent lectures are posted.

Access
1. Each student enrolled in a FEEDS class will be issued a specific username and password. These usernames and passwords shall contain personal information such as Panther ID and Birthdates. Students shall not share their access information with other students.
2. Students will not be able to download or save the FEEDS lectures' videos. The lectures will be posted as view-only.
3. Each student will be given access to the last three (3) weeks of lectures only after they have completed an online course evaluation.
4. Courses using FEEDS in conjunction with Blackboard will not have usernames and passwords issued to its enrolled students—as access is controlled by Blackboard, and subsequently, by PantherSoft.

Caps on FEEDS Courses
1. The maximum number of students that will be allowed to register for a FEEDS course shall be 20, subject to Instructor override and Chair approval.
2. The minimum number of students required to keep a FEEDS class open is 4, subject to change upon a written request from the Department Chair and approval of FEEDS.

Course Allocation
1. FEEDS courses will be allocated every semester to all Departments based on the Departments' enrollments in their Graduate and Undergraduate programs.
2. Departments have to schedule their FEEDS classes within the timeframe given by FEEDS.
3. Any and all unused sessions will be re-allocated to other Departments on a highest-need basis.

Notification
1. Prospective FEEDS students are to be notified (constructive notice) of this policy by its inclusion in: (a) the course syllabus and (b) the COE FEEDS web site or by any other official means available to provide information to students at large.

Applicability
1. This policy will be enforced beginning Fall 2009 term. The College's External Programs can review, revise and/or modify this policy at any time thereafter as needs arise. At least one semester will be allowed, however, before enforcing any revised policy.