

GLENVILLE STATE UNIVERSITY POLICIES

ACADEMIC POLICY 32

ONLINE COURSES

32.1. General

1.1. Scope – This policy addresses a variety of issues related directly to the development and teaching of distance education courses at Glenville State University. It is the intention of the policy to establish a fair and equitable process for developing and sustaining quality online courses.

1.2. Authority – W.Va. Code §18B 5 9(i) and 18B 10 1(a) and (f)(3)

1.3. Effective Date – June 14, 2023

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 32 Web Based Courses [2006][2018][2020].

32.2. Purpose

2.1. The purpose of this policy is to implement a process to increase the number of online courses offered by Glenville State University, to increase student access to post secondary education opportunities, and increase the quality of online course delivery. The resulting policy goals include:

2.1.1. Increasing scheduling flexibility for students and faculty.

2.1.2. Enhancing classroom space utilization.

2.1.3. Increasing student enrollment opportunity.

32.3. Definitions

3.1. Online Courses defined as 100% of instruction and interaction occurs via electronic communication and the instructor and students are physically separated. All course activity is completed online. There are no required in person sessions and no physical classroom meetings.

3.1.1. Asynchronous Courses 100% of the instruction is via the Learning Management System (LMS) and students participate completely online. The class does not take place in real time. Students are provided with course content online and must complete the course work within a given time frame.

3.1.2. Synchronous Courses 100% of the instruction is via the LMS and students Participate completely online, but students and the instructor interact online simultaneously for some portion of the course. At specific day(s) and time(s),

3.5.1.3. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

3.6. Course

5.2.7. Instructors who teach online and hybrid courses must adhere to all applicable federal, state, and local laws, regulations and guidelines. This includes providing reasonable accommodations about affording equal educational opportunities. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

5.2.8. All courses, including online and hybrid courses at Glenville State University shall meet standards set by the University's accreditor.

5.2.9. Online and hybrid courses at Glenville State University will use a standardized template.

5.2.10. Instructors who teach online must successfully complete an instructional design best practice course by the end of the second semester of teaching online.

5.2.11. Online and hybrid courses will have, at a