

Online and Hybrid Course Guidelines

Scope of the Guidelines

These guidelines address a variety of issues related directly to the development and teaching of for-credit online and hybrid courses. Unit policies may not contradict this one. In the presence of contradictions, the university guidelines will take precedence.

Definitions

- Online course: 100% of the course is online
- Hybrid course: At least 25% of the course's contact hours are online.
- Face-to-face course: This is the traditional format and can include online activities such as D2L.

Departments are expected to put their online percentage in the Class Notes in PeopleSoft.

Compensation for Developing and Teaching a Hybrid/Online Course

Units will set their own policies regarding compensation for teaching online.

Computer/Software Requirements

Faculty and instructional academic staff (IAS) who teach hybrid/online courses must have basic computer skills. They must have access to a computer on the Internet, a web browser (variety, version, and configuration as required by the official course management system), and other software necessary to complete course requirements. Access to appropriate technology will be provided.

Course Completion Timetable

Hybrid/online courses should parallel the semester schedule for regular courses. They may differ from regular semester courses in the start and end dates, with appropriate approval. The course syllabus for each individual class and the Official Schedule of Courses will indicate the beginning and ending date. If the instructor specifies a deadline that goes beyond the end of the regular semester, that deadline will not exceed one year from the start of the course.

Course Enrollment Limits

The unit of the instructor will determine the enrollment limit for a hybrid/online course.

Course Format

Units control the offering of courses in various formats. The decision to offer online/hybrid courses will be part of the normal decision making process for determining the array of offered courses.

Faculty/IAS shall use the official course management system for hybrid/online courses. Exceptions must be approved in writing by the appropriate Dean and the Provost.

Course Standards and Outcomes

Hybrid/online courses will meet the same standards and outcomes as courses offered on-campus. It is the faculty's or IAS's responsibility to inform students of course hardware and software requirements. If a course requires any special software or equipment, those requirements must be clearly stated in the syllabus.

Distribution and Copyright of Hybrid/Online Courses

See UW System GAPP 27, "Copyrightable Instruction Materials Ownership, Use and Control." The Board of Regents may own the copyright to course materials.

Faculty/IAS may not teach a course with content created by another faculty/IAS without the express written consent of the content creator. A unit's policy guiding distribution, published prior to the initial approval of the course, shall supersede this restriction. Any remuneration for distribution will be negotiated on a case-by-case basis or shall be guided by unit policy. A signed contract shall take precedence over unit policy.

In instances where the faculty/IAS retains exclusive ownership rights, the university may not distribute the hybrid/online course without express written consent of the creator. Any remuneration for distribution will be negotiated on a case-by-case basis.

Based on the curricular needs of the department/unit and pending all required approvals, a faculty/IAS can develop a different version of an existing hybrid/online course and teach that course. Different versions of the same hybrid/online course can be offered simultaneously at the discretion of the academic unit.

In the interest of currently enrolled students, the university may continue use of hybrid/online courses developed by a member of the university community throughout the duration of the current grading period and for up to one year beyond the current grading period to ensure completion of the course by all students enrolled at the start of the semester regardless of ownership.

Evaluations

Student evaluation of instructors will be consistent with University policies.

Faculty Technical and Instructional Support

The university will provide technical and instructional design support and training to faculty/IAS developing and teaching hybrid/online courses. Technical support will only be offered for the official course management system and related tools.

Hiring Policies

Possession of skills in the delivery of course content using distance technologies will be considered a criterion in the hiring of faculty/IAS for online courses. Units will have criteria for faculty/IAS who teach hybrid/online courses.

Cross-listed Courses

Prior to approval of any course offered online all departments that are cross-listed should be notified and their input considered.

Review and Update of Hybrid/Online Content

The instructor of a hybrid/online course is responsible for reviewing and updating the course materials according to policies established by the instructor's unit.