

Policy for Online Instruction in Mixed-Modality Courses

This policy addresses the increased uses of online instruction in course structures. It specifically clarifies which courses that adopt mixed modalities – a combination of in-person and online elements – require approval by the Subcommittee on Courses (SCOC) and identifies the responsibilities to students of departments, units, and instructors that offer mixed-modality courses. Courses approved to be taught as mixed-modality courses will be listed as such in the Course Catalogue and the Schedule of Classes.

Departments and units may see pedagogical and logistical advantages to integrating online instruction into some courses in their curriculum. However, departments, units, and individual instructors must ensure that online instruction facilitates rather than limits students' capacity to engage with the material, with the instructor, and with classmates.

In addition, individual instructors should communicate to their students *in advance* of the start of the quarter which elements of their courses will be taught in-person, and which will be delivered online. This will aid students in arranging a proper learning space, stable Wi-Fi capability, and an appropriate device for all online activities.

The following policy rules are principally concerned with matters of course design and normative course management, and do not apply to situations where ad hoc adjustments to the delivery of a course must be made (as long as those adjustments are consistent with the principles of the Faculty Code of Conduct in APM-015). Limited and reasonable changes to the instructional modality of a course due to circumstances in a particular quarter (e.g., the instructor will be absent from class due to a work-related event and therefore must teach online for a week) are matters for departments and units to manage and not the purview of this policy.

- A. SCOC approval (or reapproval in the case of existing in-person courses) as a mixed-modality course is required for courses in which more than 25% of instructional hours will be delivered in an online format.

The Registrar's Office will utilize appropriate designations in the Schedule of Classes to indicate to students that such courses contain required online components.

Instructors of courses with online components which do not require SCOC approval are nevertheless encouraged to consult SCOC's extensive syllabus guidelines for mixed-modality courses, which contains useful information about the challenges that online instruction may pose for students.

- B. Any course which includes online instruction, regardless of whether it has been designated as a mixed-modality course, should follow these guidelines:
1. Instructors should inform enrolled students at least one week before the start of classes that the course includes online instruction and provide a list of all scheduled online instructional activities for the quarter (this requirement could be met by uploading a complete syllabus to the course's Canvas workspace).
 2. Excepting reasonable ad hoc adjustments, all courses must meet at their assigned course hours as listed in the Schedule of Classes and/or the course syllabus.