THE UNIVERSITY of NEW ORLEANS	**Policy No:** AP-AA-05.4
	TITLE: Online Instruction
	EFFECTIVE DATE: **August 1, 2014** (*Policy Revised, see below)
	CANCELLATION:
ADMINISTERED BY: Office of the Provost and Senior Vice President for Academic Affairs	**REVIEW DATE:** Fall 2025

PURPOSE

The purpose is to increase access to educational opportunities, enhance our ability to respond to learner needs, and ensure our online courses are of high quality and meet the requirements set forth by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).

The responsibility for ensuring that the credit hour requirements for time and student learning outcomes are met lies with the faculty member instructing the class and with the academic department/school chair.

AUTHORITY

Part Two, Chapter I, Section VII of the bylaws and rules of the University of Louisiana System

GENERAL POLICY

This policy is to provide consistency in the quality of instruction for online courses and ensuring credit hour requirements are met.

DEFINITIONS

Distance education is defined by SACSCOC as a formal educational process in which the majority of the instruction in a course occurs when students and instructors are not in the same place.

The Louisiana Board of Regents delineates online delivery methods as follows: (1) hybrid – 50%-99% online - a program or course that blends online and face to face delivery and (2) online – 100% online - a program or course where most or all of the content is delivered online and there are no on-campus meeting requirements.

Synchronous – Students and the instructor are logged in from different locations but everyone participates in the course at a specific time each week.

Asynchronous – Students and the instructor are logged in at various times and from different locations to access course materials.

STUDENT LEARNING OUTCOMES, CREDIT HOUR DETERMINATION AND WORKLOAD

The student learning outcomes for a course must be the same regardless of whether the credit hour(s) is delivered in the traditional format (face to face, hereinafter F2F) or by equivalent academic activities.

In situations where a credit hour(s) is offered in a non-traditional format and there is no class section offered in the traditional format, department/school chairs will consult with the instructor to ensure credit hour(s) requirements are similar to the traditional format. This includes but is not limited to internships, independent studies, experiential learning activities, and online courses.

All faculty appointments carry the expectation for occasional pivots from F2F to online teaching during a natural disaster or other emergency as per AP-AA-21.

The department/school chair will ensure workload expectations per credit should not vary with the method of delivery (F2F vs. online) or the length of the academic term.

ONLINE COURSE COMPONENTS

The university approved LMS must be used as the basic gateway for any online course.

Online courses must adhere to the same course syllabus requirements as F2F courses. These include:
- Course Syllabus Template that must be uploaded to the Learning Management System (LMS).
- Syllabus Attachment that includes important dates, information on our withdrawal, incomplete, repeat and academic dishonesty policies as well as information on safety awareness, counseling services, emergency procedures, diversity, accommodations, and learning and support services. This attachment must be uploaded to the LMS.

The course should meet universal design principles, Section 508 standards and W3C guidelines to ensure IT accessibility for all students.

In addition, online courses should include:
- Expectations for student participation (e.g., online discussions and engagement requirements)
- Information regarding online course exams. Use of an online proctor and/or online identity check may be employed to comply with federal guidelines require universities to ensure that the student obtaining credit for the course (the individual enrolled in the course) is the student who completes coursework, including exams. Any fees associated with such must be included in the syllabus.
- Campus resources for technical support (e.g., Moodle, IT)
- Instructions on how to complete student evaluations of instruction
- Specific information regarding academic honesty in the online environment.

STUDENT SUPPORT AND INFORMATION

Instructional modality (F2F, online-asynchronous, online-synchronous, and hybrid) must be identified by distinct section codes. Students receive written documentation at the point of registration or enrollment of any additional student charges associated with verification of student identity.

Students enrolled in an online course have access to support consistent with what is available to all UNO students, in addition to support that is specifically related to distance education. This includes library resources, IT support, student services, complaint resolution, advising, and support services for students with disabilities.

The class schedule provides information on any software and hardware requirements for participation in an online course, and on the availability of assistance in using the technology. A course using other modes (publisher content sites, websites, etc.) must include the information in the LMS.

International students should be aware that some visas are incompatible with online courses. These students should consult with UNO's Office of International Students and Scholars prior to enrolling in an online course.

Some scholarships and grants, including some military or veteran benefits, may contain restrictions that may limit registration in an online course. Students are responsible for reviewing the terms of their own scholarship or grant prior to enrolling in an online course.

CONFIDENTIALITY

Student information (records and work) are subject to the same protection and expectation of confidentiality that are in effect for F2F instruction (Family Educational Rights and Privacy Act (FERPA)).

John W. Nicklow
President
University of New Orleans

Policy Updates:
Revisions: 10/31/2022
*   08/04/2021*