# Salisbury University
# SU Online Learning Policy

## I. Policy Statement

Online learning at Salisbury University (SU) extends and supplements educational opportunities to students on and off campus. Online learning is a formal educational process in which some or all of the instruction occurs when the learner and the instructor are not in the same place at the same time.

## II. Purpose

The purpose of this online learning policy is to define institutional commitment and the roles and responsibilities of the campus community.

## III. Definitions

SU defines courses in relation to online learning as follows:

| Term | Definition |
|---|---|
| **Hybrid*** | A hybrid course is a combination of online and F2F instruction where a significant portion of student learning and course activities are online and the time students physically spend in the classroom is intentionally reduced. |
| **Remote*** | A remote course is a combination of online and synchronous virtual instruction that takes place during set days and times; students are expected to attend via video conferencing according to US Eastern Time. |
| **Online*** | An online course delivers all student learning and course activities with no traditional face-to-face (F2F) classroom meetings. |
| **Traditional** | Traditional course with no reduction in time students physically spend in the classroom. Student learning and course activities may be supported with online course activities. |

*Note: Refer to the university curriculum guides, policies and procedures for guidance.

Online, remote and hybrid courses will be acknowledged in class schedules by alternate section numbers. Refer to the Registrar's Office Section Numbering Guidelines for more information.

## IV. University Commitment and Responsibilities

- SU will be responsible for the administration and reliable online delivery of courses and the provision of technical, academic, clerical, and instructional design support services to faculty and students as appropriate.
- SU will train faculty, staff, and students in the use of information technology and online learning media as appropriate. The supported technology is MyClasses, the university supported learning management system.
- SU will ensure equivalent and effective student and academic services to support students enrolled in online learning offerings.
- SU will ensure that courses are created in MyClasses for students to access one week prior to the session and remain accessible until two weeks after the last day of final exams.

## V. Department Commitment and Responsibilities

- The academic unit or department will identify appropriate courses and faculty suitable for online learning that meet student needs.
- The academic unit or department will ensure that online learning courses meet the same institution-wide standards applied to traditional courses, including quality of instruction, articulated student learning outcomes, academic rigor, and educational effectiveness.
- The academic unit or department will **determine the appropriate enrollment limits** for online learning courses. The recommended class size should be smaller than the traditional classroom in order to manage the volume of interaction in the course.

## VI. Faculty Commitment and Responsibilities

- Faculty must demonstrate the pedagogical, instructional and technological expertise for teaching online courses. Before teaching an online or hybrid course, the faculty should successfully complete the SU Soaring with Online Learning program or equivalent certificate from a previous institution or organization.
- Faculty who design and deliver online/hybrid courses are to ensure the course is developed based on the current Quality Matters (QM) standards. Assistance on QM is provided to faculty through Instructional Design & Delivery and university instructional designers.
- Faculty should provide information two weeks prior to the start of the online/hybrid course or offer an academic program orientation to the student. Such information should include a course welcome letter and other pertinent information to begin the course.
- Faculty are expected to publish online courses one week prior to the start of the session. At minimum a Getting Started module, Pre-Week activities, and required technologies should be made available to students. For hybrid courses, students should be provided with a schedule of required in person meetings.

## VII. Student Commitment and Responsibilities

- As with traditional courses, student's taking online and hybrid courses are responsible for completing assigned readings, assignments, and assessments on time and following the course syllabus.
- SU online and hybrid courses are not self-paced; students should understand that SU online and hybrid courses follow the approved Academic Calendar.
- Student participation in online learning is likely to be recorded in various ways. Students may be required to post materials electronically. Students should understand (a) that their participation will be logged and (b) that there are circumstances under which appropriate Salisbury University personnel may have access to those logs, submissions and history of activity.

## VIII. Responsible Department

The Associate Provost in the Provost's Office is responsible for this policy and may be contacted regarding questions at (410) 543-6022. The Instructional Design & Delivery office is designated as the primary office for implementation of the policy in collaboration with various campus stakeholders.

## IX. Related Policies

Academic policies (e.g., absences, academic integrity, grading) are applied in the same way regardless of whether courses are taught traditionally, hybrid or online. Attendance in an online course is determined by the student accessing the course and related activity.

The schedule of classes will indicate which sections of courses will be delivered online or as a hybrid as follows:

- 601-699 – Hybrid course sections
- 701-749 – Online course sections (asynchronous instruction with no set day or time)
- 750-799 – Remote course sections (online with required synchronous instruction with specific days/times)

**Note:** Specific details regarding when a hybrid course will meet must be communicated to the student through the GullNet "Notes" section of the course schedule. Additionally, this information should be communicated through the orientation letter and/or course syllabus prior to the start of the course.

Related policies include:

- All policies within the Curriculum Approval Guide.
- Intellectual Property Rights Policy in Chapter 7 (Research) of the Faculty Handbook
- Student Academic Misconduct Policy

# X. Revision History

| Date | Version | Approved/Endorsed By: | Policy Update |
|---|---|---|---|
| **2/14/2006** | 1.0 | Approved by Faculty Senate | Original Policy by Adhoc Online Learning Committee |
| **3/16/2006** | 1.0 | Approved by Graduate Council | Original Policy by Adhoc Online Learning Committee |
| **9/27/2018** | 2.0 | Endorsed by Undergraduate Curriculum Committee | Policy Updates by 2018 Distance Learning Advisory Council |
| **9/27/2018** | 2.0 | Endorsed by Graduate Council | Policy Updates by 2018 Distance Learning Advisory Council |
| **2/12/2019** | 2.0 | Approved by Faculty Senate | Policy Updates by 2018 Distance Learning Advisory Council |
| **7/15/2020** | 2.1 | Provost Office | Formatting updated to align with Policy template; addition of Remote course definition as defined by the university in response to COVID pandemic |
| **7/24/2024** | 2.1 | Instructional Design & Delivery | Updated links for accuracy |
| **8/31/2026** | 2.1 | Instructional Design & Delivery | Removal of Certificate of Online Learning and Teaching as an option for faculty development as the program no longer offered. |