

University of South Alabama Policy on Course Formats

Rationale: The University of South Alabama is committed to providing high-quality and accessible learning opportunities to all students. The success of this effort will depend on the clear communication of expectations for the presence of both students and faculty, whether on campus or in online environments. While digital learning tools can be effective and efficient ways to support all forms of instructional delivery, it is important to ensure that courses and programs are designed and implemented in a way that assures quality, preserves institutional standards, and maximizes student success regardless of instructional modality.

Scope of this document: This document defines accepted instructional modalities and course formats with a particular emphasis on flexibility of schedule and use of online learning technologies at the University of South Alabama. Guidelines are provided to ensure that students, faculty, and academic unit administrators are clear on the expectations of each course format and modality.

Assumptions: Faculty, students, and administrators each have their own responsibilities that contribute to effective teaching and learning. It is understood that in each of the modalities described below faculty utilize current instructional tools, including the learning management system (LMS), to effectively communicate materials and pedagogical methods to students and conduct assessments and that students are diligent in their use of the tools available to them to engage with and complete coursework. An intuitively designed course shell in the LMS with clear navigation, and instructions for access to materials, assignments and assessments is needed for most of these course formats to be successful. Under the description of each course format, a few specific suggestions are provided regarding instructor and student responsibilities unique to that modality. Administrators (typically department chairs) should become familiar with these formats and this implementation guide so they can best support both faculty and student success.

Campus Traditional

Description: *Campus Traditional courses are taught face-to-face at all scheduled meeting times on the main campus or an approved off-campus instructional. Campus Traditional courses may be supplemented with asynchronous online materials that are delivered on the University's learning management system (LMS) for up to 29% of the learning activities, but this cannot replace scheduled face-to-face meetings. A Campus Traditional course is designated Banner Instructional Method Web Enhanced (WE) or Web Enhanced with Fee (WEF) and typically has a section number from 101-199. Accelerated nursing sections have a section number from 301-399, evening courses typically have a section number from 501-599, and weekend courses a section number from 901-999.*

Meeting Location: On-Campus/Instructional Site

Scheduled Attendance: Always - regular meeting times

Independent Online Work: Occasionally

Example: Every MWF meets 8-8:50 AM

Instructional Method: Web Enhanced (WE) or Web Enhanced with Fee (WEF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Conduct all class sessions in accordance with the requirements of this course format and facilitate student engagement through interactive discussions and activities.
- Provide supplementary course materials, such as lecture presentations and readings, in the LMS as needed.
- Utilize the LMS for assignments, announcements, and regular feedback to keep students informed and engaged.
- Maintain regular office hours and respond to student inquiries promptly.

Student Responsibilities

- Attend all in-person class sessions and actively participate in discussions and activities.
- Access course materials on the LMS and complete assigned tasks before class.
- Complete all homework and online assignments by the designated deadlines.
- Utilize office hours and communication channels to seek clarification and support.

Campus Hybrid

Description: *Campus Hybrid courses are taught on the main campus or an approved off-campus instructional site. Students attend in-person at designated dates and times; however, the frequency of in-person classes is reduced, and the amount of asynchronous online coursework is increased. At least 51% of the learning activities are conducted in person and at least 30% of the learning activities are designated as asynchronous online. A Campus Hybrid course is designated Banner Instructional Method Campus Hybrid (WR) or Campus Hybrid with Fee (WRF) and has a section number from 701-799.*

Meeting Location: On Campus/Instructional Site

Scheduled Attendance: At least half of the time (51% or more). Designated meeting times are published and adhered to.

Independent Online Work: Regularly

Example: MWF class meets 2X a week or M class meets 10X per semester

Instructional Method: Campus Hybrid (WR) or Campus Hybrid with Fee (WRF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Conduct all class sessions in accordance with the requirements of this course format and facilitate student engagement through interactive discussions and activities, maximizing the in-person contact time.
- Provide structured asynchronous online learning components, including recorded lectures, assignments, and discussion forums.
- Communicate expectations for both in-person and online participation through announcements and email.
- Provide regular feedback in person or through the LMS.
- Maintain regular office hours (in person or virtual) and respond to student inquiries promptly.

Student Responsibilities

- Attend all scheduled in-person class sessions and actively participate in discussions and activities.
- Complete online components, including assignments and assessments, on time.
- Manage time effectively to balance in-person and online learning activities.
- Engage in online discussions and seek clarification through office hours or email.

Integrated Hybrid

Description: *Integrated Hybrid courses are taught on the main campus or an approved off-campus instructional site. Students attend at designated dates and times in-person, and also via remote synchronous web-conferencing also at designated times. The Integrated Hybrid method requires that a minimum of 15% of learning activities be conducted in person and at least 30% of learning activities conducted be asynchronously online. Remote web-conferences supplement in-person activities. An Integrated Hybrid course is designated Banner Instructional Method Integrated Hybrid (IH) or Integrated Hybrid with Fee (IHF) and has a section number from 701-799.*

Meeting Location: On Campus/Instructional Site

Scheduled Attendance: At least 15% of the time. Designated meeting times are published and adhered to and correspond to the University's scheduled class times.

Independent Online Work: At least 30%

Example: MWF class meets 1x per week in person (66% reduction) with an additional online synchronous lecture 1x per week.

Instructional Method: Integrated Hybrid (IH) or Integrated Hybrid with Fee (IHF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Conduct all in-person class sessions in accordance with the requirements of this course format and facilitate student engagement through interactive discussions and activities, maximizing the in-person contact time.
- Provide structured synchronous and asynchronous online learning components, including scheduled web conferences, recorded lectures, assignments, and discussion forums.
- Clearly indicate expected in-person and remote synchronous meeting times on the syllabus and in the course schedule.
- Provide regular feedback in person or through the LMS.
- Maintain regular office hours (in person or virtual) and respond to student inquiries promptly.

Student Responsibilities

- Attend all scheduled in-person class sessions and actively participate in discussions. Attend instructor-indicated online synchronous meetings via web conferencing.
- Complete online components, including assignments and assessments, on time.
- Manage time effectively to balance in-person and online learning activities.
- Engage in online discussions and seek clarification through office hours or email.

Remote Scheduled*

Description: *Remote Scheduled courses are taught in an online format. They require student attendance via a web-conferencing platform. These dates/times correspond to the University's scheduled class times. These classes are typically taught in a classroom equipped for web-conferencing. All supporting materials are supplied via the learning management system (LMS). A Remote Scheduled course is designated Banner Instructional Method Remote Scheduled (RS) and Remote Scheduled with Fee (RSF) and has a section number from 801-899.*

Meeting Location: Online

Scheduled Attendance: Always - regular meeting times via a web-conferencing platform

Independent Online Work: Occasionally

Example: Every MWF from 8:00 - 8:50 AM via a web conferencing platform

Instructional Method: Remote Scheduled (RS) and Remote Scheduled with Fee (RSF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Conduct all class sessions in accordance with the requirements of this course format and facilitate student engagement through interactive discussions and activities using web-conferencing features (polls, breakout rooms, etc.).
- Post course materials, including lecture slides, recorded lectures, and readings on the LMS.
- Use the LMS for assignments, discussions, and assessments with clear expectations and deadlines.
- Provide regular feedback through the LMS or other supported web tools.
- Maintain regular office hours (virtual) and respond to student inquiries promptly.

Student Responsibilities

- Attend and actively participate in all scheduled online sessions via web conferencing.
- Complete assigned readings, online quizzes, and discussions before deadlines.
- Regularly check LMS for announcements, updates, and course materials.
- Seek support during virtual office hours and communicate with the instructor as needed.

*Online courses may have limited requirements for in-person or synchronous attendance for orientation, assessments, or assignments. Any in-person attendance requirements must be indicated in the comments of the class schedule for the course section. The dates of all required in-person activities must be included in the syllabus.

Remote Hybrid*

Description: *Remote Hybrid courses are taught in an online format. They require student attendance in a synchronous (real-time) setting via a web-conferencing platform at designated dates and times but with less frequency than Remote Scheduled courses. These classes are typically taught in a classroom equipped for web conferencing. All supporting materials are supplied via the learning management system (LMS). At least 30% of the learning activities are designated as asynchronous online. A Remote Hybrid course is designated Banner Instructional Method Remote Hybrid (WH) or Remote Hybrid with Fee (WHF) and has a section number from 701-799.*

Meeting Location: Online

Scheduled Attendance: Sometimes - Reduced online synchronous meeting times

Independent Online Work: At least 30%

Example: M class meets 6X during the semester on Zoom (60% reduction)

Instructional Method: Remote Hybrid (WH) or Remote Hybrid with Fee (WHF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Conduct all class sessions in accordance with the requirements of this course format and facilitate student engagement through interactive discussions and activities using web-conferencing features (polls, breakout rooms, etc.).
- Post course materials, including lecture slides, recorded lectures, readings on the LMS.
- Maintain active communication through LMS announcements, discussion forums and email.
- Provide regular feedback through the LMS or other supported web tools.
- Maintain regular office hours (virtual) and respond to student inquiries promptly.

Student Responsibilities

- Engage in online discussions and seek clarification through office hours or email.
- Attend required synchronous sessions and engage actively in discussions.
- Complete asynchronous coursework, including assignments and assessments, on schedule.
- Manage time effectively to stay on track with both synchronous and asynchronous components.
- Seek support during virtual office hours and communicate with the instructor as needed.

*Online courses may have limited requirements for in-person or synchronous attendance for orientation, assessments or assignments Any in-person attendance requirements must be indicated in the comments of the class schedule for the course section. The dates of all required in-person activities must be included in the syllabus.

Remote Independent*

Description: *Remote Independent courses are delivered asynchronously solely via the university's learning management system (LMS). There is no requirement for regular attendance at designated times. All course material is delivered online. A Remote Independent course is designated Banner Instructional Web Online (WO) or Web Online with Fee (WOF) and has a section number from 801-899. Instruction must follow the part of term for the scheduled course unless otherwise approved.*

Meeting Location: None

Scheduled Attendance: Never

Independent Online Work: Always

Example: No meeting times. All coursework is completed online*

Instructional Method: Web Online (WO) or Web Online with Fee (WOF)

Schedule Types: See Course Modalities at USA chart for available options

Instructor Responsibilities

- Design a well-structured online course with clear instructions, modules, and deadlines.
- Provide high-quality video lectures, readings, and interactive assignments in the LMS.
- Communicate regularly through announcements and/or discussion board engagement about upcoming course deadlines and assignment due dates.
- Provide regular feedback through the LMS or other supported web tools.
- Maintain regular office hours (virtual) and respond to student inquiries promptly.

Student Responsibilities

- Regularly check the LMS for announcements. Complete assigned online work (e.g. readings, quizzes, assignments, etc.) on time.
- Participate in online discussion forums and engage with course content actively.
- Adhere to deadlines and maintain self-discipline in managing coursework.
- Seek support through office hours or email as needed.

*Online courses may have limited requirements for in-person or synchronous attendance for orientation, assessments, or assignments. Any in-person attendance requirements must be indicated in the comments of the class schedule for the course section. The dates of all required in-person activities must be included in the syllabus.

Multi-Access*

Description: Multi-Access courses provide student choice for on campus, online synchronous, or online asynchronous attendance. Class meeting times correspond to the University's scheduled class times. Multi-Access classes are typically taught in a classroom equipped for web conferencing. All learning activities, including assessments, are planned so as to equally serve students who attend in any modality. Academic programs may offer courses which utilize only two of the three modalities. A Multi-Access course is designated Banner Instructional Method HyFlex (HF) or HyFlex with Fee (HFF) and has a section number from 201-249 (On Campus or Online Synchronous) or 250-299 (Online Asynchronous).

On Campus or Online Synchronous	Online Asynchronous
Meeting Location: On-Campus or Online Synchronous Scheduled Attendance: Always Independent Online Work: Occasionally Example: Every MWF from 8:00 - 8:50 AM. Student's choice to attend online or in-person Instructional Method: HyFlex (HF) or HyFlex with Fee (HFF) Schedule Types: LF/LFF	Meeting Location: No meetings Scheduled Attendance: Never Independent Online Work: Always Example: No regular meeting times. All coursework is completed online Instructional Method: HyFlex (HF) or HyFlex with Fee (HFF) Schedule Types: LF/LFF

Instructor Responsibilities

- Develop a course structure that supports all modalities in use for this course, i.e. in-person, synchronous online, and asynchronous online.
- Utilize digital tools to engage students across all modalities, such as web-conferencing for synchronous learners and recorded lectures for asynchronous students.
- Provide clear expectations and instructions for students choosing different modalities.
- Provide regular feedback through web tools or in person as appropriate for the modality.
- Maintain regular office hours (in-person and virtual) and respond to student inquiries promptly.

Student Responsibilities

- Select a primary mode of participation (in-person, synchronous, or asynchronous) and engage consistently.
- Actively participate in discussions and activities, regardless of the chosen modality.
- Ensure access to necessary technology and maintain regular engagement with course materials.
- Communicate with the instructor regarding modality changes or support needs.

*Online courses may have limited requirements for in-person or synchronous attendance for orientation, assessments, or assignments. Any in-person attendance requirements must be indicated in the comments of the class schedule for the course section. The dates of all required in-person activities must be included in the syllabus.