CALIFORNIA STATE UNIVERSITY, FULLERTON

University Policy Statement

UPS 411.104

POLICY ON ONLINE INSTRUCTION

I.   **Definition of Online Instruction**

Online instruction courses and programs shall be consistent with the educational mission of the University. Online instruction is an internet-based or internet-supported educational process in which instruction occurs between instructor and learner in an online environment.

II. **Definitions of Terminology used in this Document**

A. **Synchronous Instruction:** Instructional activities where both the students and instructor are present and engaged in activities at the same time.

B. **Asynchronous Instruction:** Instructional activities where the instructor and/or some or all the students engage in activities that are not necessarily occurring simultaneously.

C. **Modality**

Modality	% Online Instruction Time
Fully Online Course instruction and exams are 100% online with no in-person meetings required including all examinations. Course may include synchronous and asynchronous online meetings/activities, which shall be indicated in the class schedule and the syllabus.	100%
Mostly Online (Hybrid) Course instruction is 50% or more online. Course can include asynchronous and synchronous sessions as well as synchronous in-person meetings. Any synchronous meetings shall be indicated in the class schedule and the syllabus. Selection of online modality for any given exams are at the instructor's discretion and shall be indicated in the syllabus.	50% - 99%
Mostly In-Person (Hybrid) Course instruction is only 21% to 49% online. Course can include asynchronous and synchronous sessions as well as synchronous in-person meetings. Any synchronous meetings shall be indicated in the class schedule and the syllabus. Selection of online modality for any given exams are at the instructor's discretion and shall be indicated in the syllabus.	21% - 49%
In-Person Course instruction is only up to 20% online or three weeks of instruction time during a regular 15-week semester. Course may include some synchronous or asynchronous online meetings/activities.	0 - 20%

Throughout this policy, the term "online instruction" will be used to refer to fully online and hybrid instruction. Instructional time calculation does not include office hours or final examination week. The modality of a course cannot be changed after the final class schedule has been published unless approved by either the Associate Vice President for Undergraduate Programs or the Assistant Vice President for Graduate Studies.

III.   Principles for Online Instruction

   A. Student Support and Information

1. Online instruction courses and programs shall provide an opportunity for interaction between students and the faculty member responsible for the course. Moreover, instructors should promptly respond to student questions and indicate the anticipated response time in the syllabus.

2. Because students taking hybrid or online instruction courses with required course meetings will expect and plan for meetings to occur on the dates and times listed in the syllabus, alterations to class meeting dates should generally be avoided. Specifically:
   - The instructor/department shall not change asynchronous meetings to synchronous meetings OR change any meeting from online instruction to in-person;
   - The scheduled time of synchronous meetings shall not be changed;
   - For online instruction with synchronous meetings, additional synchronous meetings during the scheduled class time are discouraged but may be added with sufficient advanced notice to the students in the class and notification of the department chair;
   - Instructors shall not change their in-person course to have more than 20% of the instructional time to be online except under exceptional circumstances and with approval of the department chair.

3. Criteria for student success in online instruction courses and programs shall be as rigorous and comprehensive as those used in in-person instruction courses and clearly communicated to students.

4. Students enrolled in online instruction courses are subject to the same university policies and procedures applicable to students attending courses in person. Academic standards regarding cheating, plagiarism, and appropriate online behavior ("Netiquette") shall be clearly communicated to students in online instruction course syllabi. [See UPS 300.021 Academic Dishonesty]

5. Each student enrolled in an online instruction course or program shall be informed of available instructional support, student services, library resources, and disability support services.

6. The University shall provide online learning resources to prepare students for taking online instruction courses. Students should be strongly encouraged to take advantage of these resources to maximize their chance of success in online instruction classes.

7. The University shall provide technical support to students in online instruction courses which is consistent with that available to on-campus students.

8. Degrees or programs that have required courses offered only in an online instruction format will indicate this in the course catalog.

9. Senate Bill 1359 - Zero Cost Course Materials: As of January 1, 2018, the CSU must comply with SB 1359, which requires that campuses "clearly highlight... on the online campus course schedule, the courses that exclusively use digital materials that are free of charge to students and may have a low-cost option for print versions." This includes courses that use library books or other course materials that provide free access to all students. For more information on SB 1359, please visit the California Legislative Information site (https://leginfo.legislature.ca.gov/).

B. **Faculty Support Rights and Responsibilities**

1. Faculty control over and development of curriculum and instructional materials is the foundation of quality education. Outside contractors to provide online course instruction and materials shall only be used with approval of the department or program and appropriate administrator.

2. Faculty shall have the same control and ownership of the substantive and intellectual content of their online instruction course-related materials that faculty have with respect to classes offered in an in-person classroom format at the time of production, at any time during their use, and thereafter. If, however, the online course has been developed under a work-for-hire relationship with the University (a contract outside of a faculty member's normal duties), the University may, as part of the contract for such work, exercise the ability to control and use the materials produced, including the syllabus and all course instructional elements developed under the contract, and have the right to modify the course elements and content in the future.

3. Online instruction course enrollment caps shall be established by the appropriate administrator after consultation with the chair and faculty member planning to teach the course. Ordinarily, student enrollment caps in online instruction courses should not exceed the normal enrollment caps in in-person classroom-based sections of the same course.

4. Departments and programs may develop specific Student Opinion Questionnaire formats for online instruction classes.

5. The University shall offer appropriate technical training and pedagogical support services to faculty to prepare and support them in developing and teaching online instruction courses. Faculty are strongly encouraged to avail themselves of these services and training.

6. Chairs and administrators should consider a faculty member's level of technical training and experience in assigning faculty to teach online instruction courses. Evidence of current training in online pedagogy should consider the faculty person's experience and/or currency with the technology. Prior to assigning a faculty member to teach an online course, the appropriate administrator and/or department chair should consult with the faculty member regarding the assignment.

7. All online instruction courses listed in the Class Schedule shall normally be hosted on California State University or other computer server services approved by the College Dean and Vice President of Information Technology.

8. All syllabi for online and hybrid courses must include the information specified in UPS 300.004 (Policy on Course Syllabi).

9. Information Technology (IT) shall provide technical support and coordination for the creation and delivery of online instruction courses and shall work with Faculty Support Services to promote the best online practices, as well as appropriate pedagogical and assessment methods.

10. Materials developed for online instruction courses shall be accessible for students with disabilities. This requirement is based on federal and state laws as well as any pertinent CSU Executive Orders or Coded Memoranda.

11. Faculty should authenticate student work by utilizing appropriate methods.

IV. Approval of Online Instruction Courses and Programs

A. New Online Programs or Conversion of Existing Programs to Online

Online degree programs (including majors, minors, emphases, and concentrations) shall be reviewed in accordance with UPS 410.103 (Curriculum Guidelines and Procedures: Programs) and the provisions of this document. According to accreditation requirements, any department or program offering online instruction programs shall be required to meet California State University (CSU) and WASC Senior College and University Commission (WSCUC) requirements [see https://www.wscuc.org].

B. New Online Instruction Courses

New Course proposals that are also seeking online status shall be reviewed in accordance with UPS 411.100 (Curriculum Guidelines and Procedures: Courses) and the provisions of this document. New online courses will be reviewed for accessibility.

C. Converting Existing Courses to an Online Instruction Format

Existing courses being proposed for online status shall be reviewed in accordance with UPS 411.100 (Curriculum Guidelines and Procedures: Courses) and the provisions of this document.

Source: Curriculum Committee

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