

Guiding Principles for Online Course Delivery for Students

Fall 2008

Definitions

- Online courses are defined as either E or T Courses.
 - An “E-Course” is a course in which the content is delivered 100 percent by remote electronic means; there is no requirement that students attend mandatory on site or synchronous class sessions. Students pay a separate fee to participate in these courses.
 - A “T-Course” is a course in which the content is delivered at least 80 percent by remote electronic means; instructors may require students to attend on site or synchronous class sessions. (This allows for laboratories, discussions, oral presentations, etc.) A “Course Supplement” is a part of a course (not to exceed 79 percent of the course content), which consists of electronic media to supplement/enhance traditional classroom instruction. T-Courses are not charged a separate online fee and are part of the normal tuition.
- Electronic media consist of software, electronic courses, web pages, video and audio productions, CD-ROMs, DVD’s, digital imagery, and other creations stored or published in electronic formats.

Admissions

- Students wishing to register for online courses must first be admitted to the University. They can apply online and can obtain information online or via telephone.

Financial Aid

- Students registering for online courses are eligible to apply for financial aid in the same way as they would for any course. They can obtain information online or via telephone.

Registration

- During the official registration periods each term, students eligible to register can register for online courses using the online MILO Web system, telephone registration, in person at the Office of the Registrar, or by mail.

Advising

- Off campus and on campus students will receive comparable advising services as established by their colleges/departments. Advising can be provided by telephone, email, postings to the Web, and through printed materials. Students will be responsible for long distance telephone or internet access costs.

Audits

- Students may choose to audit the course and not receive course credit. These students will be covered by the same university regulations governing audit enrollment that pertain to traditional university courses.

Prerequisites

- All students (transient students excepted), must meet all course prerequisites before they can register for an online course. For online courses, all prerequisites must be available in online course format either through Marshall University or through the Southern Regional Electronic Campus.

Tuition and Fees

- Students who register for online courses will pay the online course fee. T-courses are charged the normal university tuition rate. Students registering for online courses will be exempt from the Student Activities fee. Online students who wish to pay the Student Activities Fee and receive the appropriate benefits have the option of doing so.
- Special fees imposed by divisions/departments may apply to students registering for online courses.
- Those students who have a combination of at least 12 hours of campus and online courses are allowed to attend all campus based activities (Athletic, Artist Series, and Recreation Center) as a traditional student.

Proctoring

- Students in online courses may be required by the instructor to designate an approved proctor who will administer their examinations. The student will also be responsible for paying any fees required by the proctor.

Repeats

- Students may use online courses to meet "D" and "F" repeat requirements even if the course was originally delivered using traditional methods.

Student Load Time

- Hours of enrollment are reflected in the actual term in which a student is registered. For all verification purposes, hours of enrollment are counted only in the term in which a student is registered. University policies regarding overloads for students wishing to take over 12 hours graduate or 18 hours undergraduate apply to students registering for online courses.

Withdrawal Timetable

- The withdrawal period for online courses parallels that of regular courses. Students can withdraw from an individual online course through 2/3 of the official course length. After that time only a complete withdrawal from the university is allowed. The refund policy for online courses also parallels that of regular courses.

Course Completion Timetable

- Online courses may parallel the semester schedule for regular courses or they may differ from regular semester courses in the start and end dates. The course syllabus for each individual class and the Official Schedule of Courses will indicate the beginning and ending dates. If the instructor specifies a deadline that goes beyond the indicated end date of the course, that deadline will not exceed one year from the start of the course.
- Students enrolled in courses with end dates that go beyond the regular semester will receive an "I" (Incomplete) at the end of the regular semester. When the end date of the course

requirements is reached the “I” will be replaced by the grade the student earned for the course.

- Hours of enrollment are reflected in the actual term in which the student is registered. For all verification purposes, hours of enrollment are counted only in the term in which the student is registered.

Course Content

- The only difference in the curriculum of an electronic course as compared to the equivalent on-campus course will be the delivery mode. The electronic course content will meet the same standards as courses offered on-campus.
- If a course requires any special software or equipment, those requirements must be clearly stated in the syllabus. It will be the student's responsibility to ensure that their computer meets all course requirements.

Course Enrollment Limits

- The instructor's academic unit determines the course enrollment limit that is taught in load. No minimum number of registered students is required for an online course taught as an overload. However, please note, online courses designated "writing intensive" are limited.

Course Schedule

- A separate section for online courses will be published each term in the Official MU Schedule of Courses. Online courses will also appear within the department listing offering the class.

Credit Hours

- Online Courses offered electronically will carry the same number of credit hours as sections of the same course/equivalent courses delivered on campus.
- No compensation will be paid to instructors or academic units for courses that do not assess a student online course fee.

Evaluations

- Online evaluation of instructors will be consistent with University policies.
- Technology components of the course will be evaluated using a separate tool.
- Student access to online evaluations will begin two weeks before the end of the course and end on the last day of classes. Instructor access to the evaluations will begin the day after final grades are due.

Computer/Software Requirements

- Students who enroll in online courses must have basic computer skills including but not limited to keyboarding skills, basic online navigation, and uploading, downloading, and attaching files as described in the course syllabus and on MUOnline. They must have access to a computer on the Internet, a web browser (variety, version, and configuration as specified in MUOnline), and other software necessary to complete course requirements. Technical support for course navigation will be available on MUOnline and through the Computing Services Help Desk. This support is designed to assist students with navigation and technical concerns regarding the operation of officially supported MU software programs, not to

instruct on the use of the web or proper computer operations. Instructors will not provide course technical support.

Computer Accounts

- Students taking online courses will receive a MUNet computer account at no extra cost. University and course-related email may be sent to this account unless students choose to forward their email to an alternate e-mail account.
- The MUNet email account must be used for all Help Desk and university related services.

Library

- Online course students have access to all library resources, including online databases. Access to these databases from off campus requires an MU login. Books and articles not available online can be requested through Information Delivery Services.

Comment [s1]: will be sent to this account. Students can choose to forward email from this account to an alternate e-mail account. It is the student's responsibility to view information sent to this account since this is University's main means of communication to the students.