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Responsible Office: Academic Affairs
Provost and Vice

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Primary Author: President for Academic
Affairs

General Description

Purpose:

This revised guidance is in response to ongoing instructional challenges posed by COVID-19 and its related variants. The University must do all that it can to guard the health and safety of students, faculty and staff, while preserving instructional integrity. The campus is also mindful that upon registration, students create plans for their study including childcare, drive time, etc. The University endeavors to respect that planning by students.

Scope:

Academic Schools, Departments, and Programs
Office of Academic Programs

Policy/Procedure

Overview: This revised guidance is in response to ongoing instructional challenges posed by COVID-19 and its related variants. The University must do all that it can to guard the health and safety of students, faculty and staff, while preserving instructional integrity. The campus is also mindful that upon registration, students create plans for their study including childcare, drive time, etc. The University endeavors to respect that planning by students.

The chart below provides guidance as to which modality can shift and in which direction shifts are permissible once registration has begun.

(S1) Zoom Class	(S2) Flex Class or ITV Class
<ul style="list-style-type: none"> Modality can be shifted to (A1) Asynchronous with permission of School Dean Cannot change modality to (FTF), (S2) Flex, 	<ul style="list-style-type: none"> Modality can be shifted to either (S1) Zoom or (A1) Asynchronous with permission of School Dean

or ITV	
(A1) Asynchronous	(FTF) Face-to-Face
<ul style="list-style-type: none"> • Cannot change modality 	<ul style="list-style-type: none"> • Modality can be shifted to (S1) Zoom, (S2) Flex, or (A1) Asynchronous with permission of School Dean

Principles:

- 1) We place student success and academic excellence at the center of all we do.
- 2) Shifting the modality of a course has a potential impact on student learning, attendance, and progression towards graduation.
- 3) We cannot add scheduled class meeting times to courses that have been scheduled as asynchronous. Therefore, A1 courses cannot be modified.
- 4) We cannot add Face-to-Face components to courses that have been scheduled as virtual. Therefore, A1 and S1 courses cannot be changed to S2, ITV, or FTF.
- 5) We should avoid changing courses with real-time interactive components to asynchronous whenever possible. Therefore, S1, S2, ITV and FTF courses should not be changed to A1 unless there is a compelling need.
- 6) Any campus level decision to suspend in-person instruction would be made by the President.

Related Policy from University Handbook:

203.1 Revisions in Course Content and New Courses

Faculty shall teach all courses in accordance with officially approved course descriptions. Significant changes in course content and the creation of new courses require the approval of the school curriculum committee or, in the case of an interschool program, the approval of the Academic Affairs Committee. Online and hybrid offerings must be approved by the department or program based on a documented rationale consistent with the Distributed Learning Policy, not solely based on instructor preference. (Revised July 2, 2020)

Summary: Before registration begins, a faculty member’s proposal to change a course’s modality is reviewed at the department level. Once a course has students enrolled, permission to change the modality must be obtained from the School Dean according to this Modality Shifting Guidance document.