

## Online Course Policy

The Jesuit tradition in education focuses on the twin values of academic excellence and development of the whole person. This policy aims at ensuring that Marquette's online classes will provide students with the same high quality educational experience that is provided in courses taught in a traditional classroom environment.

### Definitions:

*Synchronous* distance learning involves live communication either in person, online, or tele-/video-conferencing, such as when students join an on-campus course via video-conference. *Asynchronous* distance learning usually has a set of weekly deadlines and may allow for student-to-student and student-to-instructor interaction through assignments or E-discussions. Some aspects of the course may require scheduled interaction or participation. *Blended* (hybrid) courses combine these approaches in some manner.

The purpose of this statement is to outline the policy of the College of Arts and Sciences for *asynchronous* and *blended* online courses.

### Online Courses:

1. For quality assurance, all online course development will be carried out through or in consultation with the Center for Teaching and Learning (CTL) unless otherwise authorized by the College. This precludes, for example, prepackaged courses from publishing companies.
2. MOCES evaluation will include additional items pertaining to the distance-learning mode.
3. The College will work with CTL to monitor course compliance using the Standards of Excellence memorandum of understanding and the checklist of Accessible Content. If courses fail to meet these standards, the College may require further training of the instructor or preclude the instructor from on-line teaching.
4. All online courses will be delivered through the D2L platform unless or until the Provost's office approves another platform.
5. All online courses will adhere to the University Electronic Information and Technology Policy and the contact hours requirements under the Course Scheduling Policy.

### Online Instructors:

1. Preference for online courses will be given to regular faculty and those with long-term or recurring contracts.

2. Documentation of training in online instruction, either through CTL or prior experience, is required before teaching online for the College. Demonstration of excellence in online teaching is required for continued assignment to online courses. Excellence, such as for promotion and tenure purposes, will be documented through modified MOCES, review of online practices by CTL, and student written evaluations.
3. Online teaching does not remove faculty responsibility from participating in the academic community on campus, as faculty are still expected to participate in departmental, college, and university service. Teaching online from another location (e.g. from another city or country) would require permission from the Department Chair and the Dean.
4. Faculty are advised to connect to Marquette via VPN as best practice for online access to university resources and D2L. A FERPA release may be required from students in online classes conducted in or where faculty are instructing from countries known to monitor internet usage.
5. The burden of course quality falls on the faculty delivering them. Adherence to quality and excellence guidelines for the courses offered is expected and will be monitored by departments and the College.
6. Online courses are considered equivalent to other courses delivered in-person for workload purposes.

**Students and Online Classes:**

1. Students are not explicitly required to take online courses except where availability of a desired or needed course or program necessitates it.
2. Students may take as many online courses as they wish from amongst those offered to fulfill University, College, or degree requirements consistent with applicable University norms.