



Online Course Delivery Modality Policy

- I. **Title:** Online Course Delivery Modality
- II. **Policy Statement:**

The Online Course Delivery Modality policy establishes clear, consistent, and structured online learning experiences for students across all academic programs. This policy ensures that asynchronous delivery serves as the default modality for online courses to promote accessibility, flexibility, and standardization. Furthermore, once a course's modality is determined and published in the student course schedule, faculty members are prohibited from making unilateral changes to the mode of delivery.
- III. **Scope:**

This policy applies to all faculty members, including full-time and adjunct instructors, across all academic departments and disciplines offering online courses. It ensures that online course delivery aligns with institutional priorities, accreditation standards, and student success strategies.
- IV. **Effective Date:**

This policy is effective upon official approval by the ASU Board of Trustees.
- V. **Audience (Designated Responsibilities and Applicability of Faculty Credentialing / Qualifications Policy):**

All employees involved in the design, approval, and execution of online courses are required to adhere to this policy. The following roles have designated responsibilities:

 - a. **Faculty Members (Full-Time & Adjunct Instructors)** – Responsible for designing and delivering courses in accordance with the designated asynchronous modality. Faculty must ensure that all course materials, assessments, and interactions support student engagement in a fully asynchronous environment.
 - b. **Department Chairs** – Responsible for confirming the designated course modality and evaluating the feasibility of any exceptions. They serve as the first point of review for any formal requests to modify course delivery.
 - c. **Deans** – Responsible for reviewing and approving or denying formal requests to modify course delivery modalities, ensuring alignment with institutional policies and academic program requirements.
 - d. **Provost/Vice President of Academic Affairs** – Provides institutional oversight for course delivery, ensuring compliance with accreditation requirements and institutional standards. The Provost holds the final approval authority for any formal changes to course delivery.
- VI. **Policy Management:**
 - a. Department Chairs and Deans are responsible for monitoring and ensuring compliance with this policy at the departmental and college levels.

- b. The Office of Academic Affairs is responsible for overseeing institutional adherence to online course delivery guidelines. This includes policy enforcement, review, and continuous evaluation of online learning effectiveness.
- c. This policy will be reviewed by the Office of Academic Affairs every three years, or more frequently if institutional needs, technological advancements, or accreditation requirements necessitate revisions.

VII. Definitions of Delivery:

The following definitions clarify terms used in this policy:

- **Asynchronous Learning** – A mode of instruction that allows students to engage with course materials, assignments, and discussions at their own pace, without real-time interactions with instructors or peers. This modality provides flexibility for students in diverse locations and time zones.
- **Modality** – The format or method through which instruction is delivered, including but not limited to asynchronous, synchronous, hybrid, and web-assisted courses.

VIII. Exceptions to Policy:

Exceptions to this policy must be formally submitted in writing to the Department Chair, Dean, and the Office of Academic Affairs. Each request will be evaluated on a case-by-case basis, prioritizing student learning outcomes, program requirements, and institutional goals. Faculty requesting an exception must provide justification that includes pedagogical necessity, impact on student success, and proposed alternative solutions.

IX. Procedures:

Faculty members who do not adhere to this policy will be subject to the following procedures:

1. **First Violation:** The faculty member will receive a formal written warning outlining the non-compliance issue and expectations for corrective action.
2. **Second Violation:** If non-compliance persists, the issue will be documented in the faculty member's annual performance review, and they will be required to complete professional development training in online instruction.
3. **Continued Non-Compliance:** Further violations may result in additional administrative actions, as determined by the Department Chair, Dean, and the Office of Academic Affairs, in accordance with university policies and faculty governance regulations.

Document History

Approved by BOT: May 1, 2025