

ADMINISTRATIVE COURSE DROP

Definition Administrative Course Drop is a procedure that offers instructors the option of making enrollment in a course contingent upon the student's attendance at specified class meetings and/or proof of having satisfied the Enrollment Requirements.

Authority

Scope All courses

Students registered in a course must be present at the first class session, or demonstrate participation during the add/drop period for online courses, to guarantee a place in the class. Administrative Drop is a procedure that offers instructors the option of making enrollment in a course contingent upon the following:

- 1) the student's attendance at specified class meetings, and/or
- 2) proof of having satisfied the Enrollment Requirements.

Instructors are not required to drop students for non-attendance or lack of Enrollment Requirements. Therefore, students should not assume that they will be automatically dropped for non-attendance, and should confirm their enrollment status before the add/drop deadline. Students absent from the first class meeting, or not participating in the online course, may be administratively dropped from the course at the instructor's request. In addition, instructors may stipulate that attendance/participation at other specified class meetings before the add/drop deadline is required for the students to remain enrolled in the course. These dates must be specified in the course syllabi. (For example, in some science laboratory courses, student attendance at safety instruction sessions is mandated by state law.) Students who are unable to attend the first class meeting, or class meetings where attendance/participation is required for enrollment, should make every effort to communicate their interest in remaining enrolled in the course; however, notification of the instructor may not be sufficient to ensure enrollment in the course. Students may be administratively dropped from courses for failure to attend first class meetings or other mandatory meetings, even when the instructor is given prior notification. Students who cannot provide evidence of having satisfied the Enrollment Requirements for the course may be administratively dropped from the course at the instructor's request. For an Administrative Drop to occur, instructors must:

- 1) send the request to the Office of Registration and Records at least two working days before the end of the add/drop deadline, and
- 2) inform the dropped students through their university e-mail account at least two working days before the end of the add/drop deadline.

Where students have been administratively dropped from a course, and where the absence or inability to contact the instructor was caused by mitigating circumstances, students should appeal to the instructor to regain enrollment in a course prior to census. Students who have been administratively dropped from a course may be reinstated prior to census, upon consent of the instructor. The instructor will notify the Office of Registration and Records requesting reinstatement of the dropped course. Once census has been reported to the Chancellor's Office, appeals for reinstatement will not be honored.

ONLINE INSTRUCTION

Definition A policy...

Authority

Scope All online and hybrid credit-bearing courses, course sections, and programs.

I. Definitions

Online Course - Most or all of the content is delivered online. There are commonly no face-to-face meetings.

Hybrid Course (sometimes referred to as a Blended Course) – Includes both face-to-face and online components. The face-to-face time is reduced through the use of technology.

Technology-Enhanced Course – Uses Web-based technology to facilitate what is essentially a face-to-face course. No scheduled face-to-face class sessions are normally replaced with online activities.

Distance Education Student – Enrolled only in online courses with no on-campus components, or in classes which meet off-campus.

II. Preamble

Technology is changing quickly and influencing the development of new models of teaching and learning. At the same time, these new technologies are playing an increasingly important role in society. The purpose of this policy is to provide continuity in the quality and climate of the educational environment as we move to incorporate online instruction and other forms of academic technology into the mainstream of instruction at California State University San Marcos. This policy shall apply to all credit-bearing courses, course sections, and programs offered partially or fully online by California State University San Marcos.

III. Principles for Online Instruction

A. Student Support and Information

1. All programs that are offered solely or partially through online instruction shall provide the opportunity for appropriate, substantial, personal and timely interactions between faculty and students and among students.
2. Faculty and students have a right to know the modes of delivery and technological requirements of each course, program and degree offered by the University. Students shall have access to this information before enrolling in a course or program.
3. Criteria for student success in online courses and programs shall be as rigorous and comprehensive as those used in classroom-based courses and these criteria shall be clearly communicated to students.
4. Students enrolled in online course sections are subject to the same academic regulations applicable to students attending courses on campus. Academic standards regarding cheating, plagiarism, and appropriate behavior shall be clearly communicated to students in online courses and programs. [For example, see Academic Honesty Policy.]

- 51 5. Distance education students have the same basic privileges as other CSUSM students, but
52 with some enhanced services. There is specific information about services for students
53 enrolled in online courses on the Information and Instructional Technology Services
54 (IITS) Web site (www.csusm.edu/iits). Each student enrolled in an online course section
55 or program shall be informed of available instructional support, student services/advisers,
56 library resources, and support services for students with disabilities.
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- 58 6. Technical support consistent with that available to on-campus students shall be made
59 available to students in online course sections and programs.
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61 **B. Faculty Support Rights and Responsibilities**

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- 63 1. Faculty shall have the same control and ownership of the substantive and intellectual
64 content of their online course-related materials that faculty have with respect to classes
65 offered in classroom format, at the time of production, at any time during their use, and
66 thereafter, in accordance with the provisions of the CSU/CFA Collective Bargaining
67 Agreement.
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- 69 2. Faculty shall follow the guidelines established by the CSU San Marcos Policy on Fair
70 Use of Copyrighted Works for Education and Research.
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- 72 3. Faculty teaching a fully online course will use the Student Evaluation of Instruction form
73 for online courses.
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- 75 4. Because online instruction involves the use of technologies and teaching methods that
76 require specialized training, the University shall offer training and support to faculty. The
77 faculty member engaged in online instruction is responsible for making use of the
78 university-offered resources and training.
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- 80 5. No faculty member shall be compelled (directly or indirectly) to teach online courses.
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- 82 6. The University shall offer appropriate training and support services to faculty to prepare
83 and support them in ensuring that all online materials conform to the requirements of the
84 CSU Accessible Technology Initiative. In accordance with the CSU Accessible
85 Technology Initiative, accessible design will be incorporated into the creation of all new
86 online course sections by fall term 2012. Existing online course content will be made
87 accessible as online materials are redesigned or modified or when a student with a
88 disability enrolls in the course.
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- 90 7. All online courses listed in the Class Schedule shall normally be hosted on California
91 State University servers or other servers approved by the Dean of IITS and Chief
92 Information Officer.
- 93 8. Any course that uses online instruction shall indicate so in the course syllabus. In
94 addition to information specified in the Syllabus Guidelines, the following information
95 shall be included in course syllabi for online courses:
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 - 97 a. Technical assistance for students;
 - 98 b. Netiquette;
 - 99 c. Academic Honesty Policy;
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 - 101

- d. How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.);
- e. Deadlines for posting and due dates (dates and times);
- f. How students may contact the instructor;
- g. Technical competencies expected or required of the students;
- h. Who to contact in case of technical problems; and
- i. On-campus meeting requirements, if applicable.

IV. Approval of Online Courses and Programs

A. New Online Programs

New online degree programs or program modifications (including majors, minors, options, certificates and subject matter preparation programs) shall be reviewed in accordance with the usual Program Proposal process. Any department or program in which at least 50% of instruction is offered online shall be required to meet units required for the program will be offered through online instruction shall be required to meet California State University (CSU) and Western Association of Schools and Colleges (WASC) substantive change requirements. [See <http://www.wascweb.org>]

B. New Online Courses

New online courses are approved through the regular curriculum review process, following the same process as any new course.

C. Converting Existing Courses or Sections to an Online Format

In the case of existing courses, approval for the use of online instruction is within the purview of the department and/or program subject to the principles set forth in this Policy. In order to ensure proper support, each time a new or existing course will be taught online, the instructor must submit the Online Course Request Form prior to the submission of the class schedule. If there are serious exigent circumstances (e.g. unanticipated instructor change), the form must be submitted within 10 working days of the occurrence of those circumstances. The Online Course Request Form will be obtained from and submitted to Academic Technology Services within IITS. Copies of the completed form will be distributed to the department and/or program chair or coordinator and IITS.

D. Compliance of Existing Fully Online Courses and Sections

Extant courses or sections that fit the definition of an online course shall not be offered after spring term 2012 if they do not comply with this policy and have not received the appropriate approvals required by this policy. Each college dean shall be responsible for ensuring compliance.