



Standards for University Academic Format	1-003 Academic Affairs
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1.0 DEFINITIONS

- 1.01 **In-Person/On-Campus:** A course meeting live on campus at the assigned meeting times and room that are listed on the OPSU schedule of classes.
- 1.02 **Asynchronous:** An online course that does not have mandatory meeting times. Students use Canvas to complete all coursework on their own time while meeting deadlines. The instructor may create optional synchronous online meeting times using MS Teams or Zoom, where attendance is encouraged but not required.
- 1.03 **Synchronous Online:** An online course in which students use MS Teams or Zoom to join class at the assigned class meeting times that are listed on the OPSU schedule of classes.
- 1.04 **Hybrid:** A course which mixes online (asynchronous and synchronous) and in-person, on campus instruction. A hybrid course with in-person instructional components will meet live on campus at the assigned meeting times and in the room that are listed on the OPSU schedule of classes.
- 1.05 **Hyflex:** A course simultaneously combining online and in-person, on-campus instruction. A hyflex course will meet live on campus at the assigned meeting times and room that are listed on the OPSU schedule of classes. Students participating in the live online modality will attend class using MS Teams or Zoom at the assigned meeting times that are listed on the OPSU schedule of classes.

2.0 POLICY

- 2.01 Oklahoma Panhandle State University's academic semester is based on a 16-week semester schedule. Courses are also offered in first half and second half accelerated course formats (e.g. 8-week courses) and accelerated summer formats (e.g. 4-weeks and 7-weeks). Courses are traditionally offered through face-to-face instruction. Courses offered in Online, Hyflex, or Hybrid must receive approval from the Vice-President of Academic and Student Affairs, except for our 100% online RN to BSN program.
- 2.02 Regardless of modality or course instructor, each course must have the same level of rigor. Each course must use the course description (as published in the most recent general catalog), general education outcomes, student learning outcomes, and course learning outcomes.

- 2.03 Student performance should be evaluated and measured using multiple assessment projects throughout the semester/term to account for different learning styles.
- 2.04 Canvas serves as the official gradebook for all OPSU courses. All grades must be recorded in Canvas in a timely manner to ensure students receive proper qualitative and quantitative feedback to make improvements in future assignments.
- 2.05 At the first scheduled class meeting, faculty shall present students with a complete course syllabus. Each course syllabus, regardless of modality, must be made available as a PDF on the university's learning management system before the start of class.
- 2.06 All syllabi must follow and include all sections as shown in the OPSU syllabi template.
- 2.07 Classes will meet each scheduled class period, for the designated length of time set-forth by the university's standard meeting times, through the last scheduled day of each semester as indicated in the official institutional academic calendar. Special events, instructor illness, or other unanticipated events may impact class meetings. Faculty are not allowed to change class meeting times nor change the capacity of a room in the university's scheduling software without special permission from their dean and from the Vice-President of Academic and Student Affairs.
- 2.08 As course assignments are given to both measure and enhance learning, all assignments should be returned to students within a reasonable time so that learning from those events can take place.

Dependent upon the volume and depth of information in the assignment being graded such as English Composition courses, the following provides institutional guidance for what is deemed an appropriate response time. Special events, instructor illness, or other unanticipated events may impact response time.

- a. Daily and/or weekly quizzes, small weekly assignments, and similar type projects: Returned to students by next class meeting or no later than five days in online courses.
 - b. Extensive assignments, large lab projects, extensive quizzes, exams, and similar type projects: Returned to students in one (1) to two (2) weeks.
- 2.09 Faculty shall respond to students' correspondence within a reasonable time. Institutional guidance for what is deemed a reasonable response time is within 24 to 48 hours during the normal work week. Faculty are likewise encouraged to indicate their communication policy in writing within their course syllabus.
 - 2.10 Online courses must be designed by applying the Specific Review Standards from the Quality Matters Higher Education Rubric.
 - 2.11 Faculty must use the university's retention software (DropOut Detective and APlus

Attendance), including online courses, to assist with the institution's retention efforts.

- 2.12 Faculty must adhere to submitting mid-term and final grades by the university's deadline.
- 2.13 Faculty and academic personnel must always maintain and present a professional demeanor, thereby demonstrating the professionalism desired of our graduates by our business and industry affiliates.
- 2.14 Faculty shall not engage in activities that blur or cross the line of a professional instructor-student relationship.
- 2.15 Faculty shall not engage in activities that may place additional undue influence upon the students.

3.0 PROCEDURE

- 3.01 Department Chairs and Deans, or by his/her designee, are responsible to ensure faculty comply with the OPSU syllabi template (in-person and online) and other required items are appropriately updated and made available to students.
- 3.02 Faculty must upload syllabi to Faculty Success and Banner (Higher Education Opportunities Act, 2008) prior to the start of the semester.
- 3.03 To provide a logical and consistent syllabi file naming structure, to allow for course identification by reading the name of the file itself, all course syllabi must utilize the following format: "Course Prefix-CRN-Instructor Last Name-Semester-Academic Year (e.g., "ENGL 1113-60273-Smith-Fall-23").
- 3.04 When copying a Canvas course from a previous semester to a new semester, faculty must make sure that assignment due dates are updated BEFORE it is published to students (i.e., the Sunday before the first day of class). Failure to update assignment due dates impact our retention data and have implications on our institution's efforts to be proactive in helping our students succeed.

Policy History

Latest Revision:

First Adopted: November 2023

Revision History: