

Title: #V-2. Policy on Electronic Courses at WVUP

Date: February 6, 2024 (Replaces version dated June 8, 2006)

I. SCOPE OF POLICY/DEFINITIONS

This policy addresses a variety of issues related directly to the development and teaching of Electronic Courses. Resources the University will provide to course developers and instructors are addressed as well. E-courses will be subject to the same policies that apply to traditional courses unless specifically addressed in this policy.

E-Courses - Are courses which involve alternative delivery of instruction that differs from traditional instruction. Definitions for instructional modes at WVUP are included in the chart below.

INSTRUCTIONAL MODE	DEFINITIONS
Online	Course delivered asynchronously. All course content delivered remotely/online
Hybrid	Course delivered through a mix of live and asynchronous methods.
Live Online	Course delivered by broadcasting live at the scheduled time through Zoom, students do not attend in-person. Course can be taken remotely and is online.
Traditional	Course delivered in-person during the scheduled class time and is not broadcast. Instructor may utilize BlackBoard to support learning materials and classroom communications.

II. POLICY

An orientation to the LMS and online courses at WVU Parkersburg will be offered to students.

A. Enrollment and Access

Technology Requirement - All students registering for an E-Course must have access to a computer with Internet access, a web browser (courses may require a specific version, variety and configuration), an e-mail account and other software necessary to complete course requirements. These requirements will be specified in the course syllabus.

Computer Literacy Requirement - Students registering for an E-course **must** possess basic computer literacy skills to include e-mail, creating attachments, word processing and downloading with additional skills as determined in the course syllabus. Students will be made aware that faculty and lab technicians will not provide help time on these basic skills. However, the institution will make student training in basic skills available on a periodic basis.

Proctoring - Students in E-courses may be required by the instructor to use an approved proctor or proctoring facility to take examinations. The student will also be responsible for paying any fees required by the proctor. Procedures for exam proctors and validation will be specified in the course syllabus. Students will acquire a proctor and receive faculty approval prior to the first exam.

B. Support

Faculty Support - Academic and technological support will be provided for faculty teaching and developing E-courses utilizing the learning management system. This support will include formal workshops, one on one support, and tutorials.

Student Support - The institution will make available as needed basic computer literacy to facilitate students' ability to enroll in E-courses. Training in the official course learning management system will be provided periodically and made available to students. Technical support for students taking E-courses will be available at the IT Help Desk during regularly scheduled operating hours.

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