

INTERNET COURSE LISTINGS

Purpose Statement

~~The purpose...~~ The purpose of this policy is to ensure the quality, consistency, and security of online and web-based instruction at Ferris State University. By defining course types and requiring administrative approval and use of the University's learning management system (LMS), the policy safeguards academic standards, protects student and faculty data, and minimizes institutional liability. It also promotes a cohesive learning experience by centralizing course delivery and communication within approved university systems.

Policy

- ~~Two types of courses that utilize the Internet have been identified by Ferris State University: Web-Based Mixed (WBM) and Fully Online.~~ Instructors proposing to offer either WBM or Fully Online sections must have these courses approved in advance. The approval course schedule and modality is ~~should involve the first level of administration above the instructor (for example, a Department Head or a Director, hereinafter referred to as the Department Representative), and/or approved by~~ the Dean of the College and/or his/her ~~their~~ designee.
- To protect ~~both the~~ the University and the faculty member from unnecessary liability, all WBM and Fully Online courses ~~must will~~ be conducted through the University's ~~university's~~ learning management system (LMS). Faculty may offer students additional resources, such as supplemental videos, video conferencing tools, publisher content, ~~etc.~~, but these resources should be ~~provided either through a link or~~ directly ~~integrated~~ through the LMS ~~so that to provide~~ students access ~~them through the LMS~~. Any exceptions, ~~such as courses offered directly through another site, must will~~ be approved in writing by the Dean of the College.
- All ~~Ee~~-mail correspondence with students ~~should will~~ be conducted through the Ferris email system or through the LMS email system ~~(which can be integrated with the Ferris system)~~.

Audience

The intended audience for this policy are faculty.

Definitions

Course Modalities

- Face-to-Face: Face-to-Face course sections meet all required contact hours via a live, in person format.

- Fully Online – Asynchronous: Fully Online Asynchronous course sections are delivered entirely online and do not include designated real-time class instruction. Regular and substantive interaction is embedded in the course.
- Hybrid: Hybrid course sections are delivered face-to-face with designated meeting times and may include up to 50% online contact hours.
- Fully Online – Synchronous: Fully Online Synchronous course sections are delivered via live online instruction with designated meeting times.

Web-Based Mixed Delivery:

- ~~Access to and participation in the web course activities is required; a learner cannot be a productive member of the class and meet course objectives without regular web access.~~
- ~~Face-to-face meetings are retained but are scheduled with reduced frequency than the class would meet in a fully face-to-face section.~~
- ~~Much of the course content, student learning, and other aspects of the course are facilitated through peer-to-peer, group, and instructor-to-student discussion, collaboration, and presentation.~~

Fully Online:

- ~~Face-to-face meetings no longer occur, but the course can be delivered online either synchronously or asynchronously.~~
- ~~All student-to-student, student-to-instructor, and student-to-content interaction takes place via the web course tools.~~

Contacts

For questions regarding this Policy, contact the Office of Provost ~~and Vice President for Academic Affairs~~ at AcademicAffairs@ferris.edu.

Related Documents

~~Course Scheduling Policy-~~ <https://www.ferris.edu/policies/academic-affairs-course-scheduling-policy.htm#d>

~~Course Scheduling Guidelines -~~ <https://www.ferris.edu/policies/academic-affairs-course-scheduling-guidelines.htm>

~~Banner Class Scheduling Instructions -~~ <https://www.ferris.edu/admissions/registrar/Banner9ClassSchedulingManualDecember2025.pdf>

~~Registrar Course Scheduling guidelines -~~ https://www.ferris.edu/admissions/registrar/course_scheduling_resources.htm

History

This policy supersedes the policy dated 9/1/2020.