
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.04.01

AREA: Academic Courses, Programs, and Curriculum

Course Delivery Methods

I. POLICY

- A. Lamar University (LU) has identified four methods of delivering courses that are approved for use. These options are Face-to-Face, Hybrid, Asynchronous Online, and Synchronous Online. All courses offered at the University must follow one of these methods and must follow the guidelines for the delivery method when the course begins.

II. PURPOSE AND SCOPE

- A. This policy describes a pre-defined, standardized set of options for course delivery at the University. Defining these options will assist students during registration to better understand what to expect in each of their courses. Defining these options will also support faculty understanding of the options available to them for delivery of courses.
- B. This policy acknowledges that pedagogical practices and technologies may evolve beyond the methods described in this policy (i.e., face-to-face, hybrid, and online). In these cases, working with their Department Chairs, instructors should follow LU policies and procedures for proposing and receiving approval for new or experimental courses that rely on emerging pedagogies and technologies.
- C. All LU courses, regardless of delivery method, must adhere to federal and state requirements for accessibility to ensure that courses are inclusive and accessible to all students.
- D. This policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code (TEC), Title 3, Higher Education; and Texas Administrative Code (TAC), Title 19, Education.

III. DEFINITIONS

- A. **Face-to-Face.** A course offered in person at regularly scheduled meeting times. Face-to-face courses are taught synchronously, with the instructor and the students physically located in the same classroom at the same time. Face-to-face courses may require use of an electronic learning management system (e.g., LU Learn/Blackboard) or the internet for course content delivery.

- B. **Hybrid.** A course in which more than 50 percent but no more than 75 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations and interact virtually/online. Instructional activities in a hybrid course must occur in person on campus at least once per week for a minimum of 45 minutes. (Conferences, check-in's, small group meetings, office hours, and similar activities cannot be counted as part of the 45 minutes of instructional activities.) A hybrid course must be designed in Banner as Hybrid.
- C. **Asynchronous Online.** A course offered without a specific meeting time (asynchronously) online. There is not a scheduled meeting time for the course.
- D. **Synchronous Online.** A course held at a scheduled class time (synchronously) online. Students should be present in the online course at the scheduled class meeting time.

IV. POLICY ROLES AND RESPONSIBILITIES

A. Registrar's Office

1. Ensure the approved course delivery methods (i.e., face-to-face, hybrid, online) are the only options available for course requests or submissions.
2. Ensure the course delivery methods of every section are clearly defined and available for students when selecting course schedules.

B. Department Chair

1. Ensure all course requests or submissions are associated with one of the approved course delivery options.

C. Instructor

1. Ensure course instruction is delivered within the defined parameters of the published delivery method.

V. PROCEDURES

- A. The Registrar's Office will ensure that only approved course delivery methods are selectable options for course requests or submissions. Each delivery method will be defined online and visible for individual sections.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

VII. APPROVAL

Dr. Brett Welch 12/17/2024
 Interim Provost and Vice President for Academic Affairs Date

Dr. Jaime Taylor 12/18/2024
 Lamar University President Date

POLICY LOG

Version	Date	Description of Changes
1	01/31/2024	Policy draft completed.
	02/19/24 - 04/04/24	Reviews by constituency groups completed.
	03/25/24 - 04/25/24	Review by campus community completed.
	05/08/2024	Policy approved by President.
2	12/11/2024	Definition of hybrid course updated to clarify requirements for on-campus meetings.
	12/18/2024	Policy approved by President.