

## **Online Course Procedures**

An online course at Southeast Missouri State University must be offered completely electronically and asynchronously. An online course must not require a student to come to any specific physical location at any time, nor can it require a student to log in to the course at a specific time for synchronous activities. All resources required for the course must be made available equally to students in any location.

Online courses must provide a reasonable window of time for completion of any assignment. This window must be a minimum of 24 hours during which the activity may be completed, to allow flexibility for students with varying work schedules and time zones, although 48 hours is preferable. There can be narrower time limits for specific assignments once they are started, such as exams, but the start times must be flexible as described above.

Printed resources may be mailed to students; Textbook Rental mails textbooks to online students as needed. The instructor must ensure that any other required materials are available to students regardless of location with a reasonable delivery time. Faculty members should consult Southeast's Copyright Manual as a guide to use of copyrighted materials.

Faculty may choose to interact in "real time" with students using a resource such as Big Blue Button, but provision must be made to provide equivalent instruction to students who are not available during scheduled times for such activities.

The Quality Matters rubric requires faculty to state explicitly the expected times for returning graded work and responding to communications. We recommend that faculty respond to email or forum questions from students within 48 hours except during holidays. Times for returning graded work vary depending on types of assignments, but we encourage faculty to provide grades and feedback frequently throughout the term.