



Addendum to Fisk Distance Education Policies & Procedures Manual

Effective August 8, 2021

This addendum is intended to supplement the Fisk Online & Distance Education Manual existing policies, considering distance learning services. The Fisk Online and Distance Learning environment is subject to the constantly changing nature of available technology. We strive to provide an online and distance education environment that is effective and user friendly to faculty, staff, students, and administrators. Canvas, the Learning Management System, serves as the mechanism of delivery of courses and programs using a wide range of educational and telecommunication technologies with synchronous and asynchronous modes of delivery.

“Online” refers to the method and “distance” to the geographical situation. Online learning/distance education occurs when the instructor and student are in different locations and the instructor is using an electronic device (e.g., a computer or mobile phone) to deliver the course. Thus, we will update this addendum, Fisk Distance Education Policies and Procedures at any time.

FULLY ONLINE COURSES

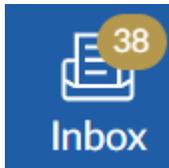
- Fully Online (ONL) courses are least 80 to 100 percent of the instruction is delivered online, and the course orientation, evaluation and engagement are conducted online using Canvas, the learning management system platform.
- Fully Online Courses are available to students 24/7
- Fully online courses involve no face-to-face on-site class time meetings.
- Fully Online is denoted by the prefix (ONL) with the time at 12:00pm-12:02 am
- There are no days affixed in the schedule for fully online courses.
- The course is designed to maximize the online credit hour policy set by the **Carnegie Unit**. (See attached document)
- All fully online courses should include at the end of the syllabus the attached document.

BLENDED/HYBRID ONLINE COURSES

- Fisk University defines blended and hybrid courses as those in which students meet face-to-face with the professor on campus once or twice a week and the remainder of the course time is online.

- Blended or hybrid course incorporates 30 to 79 percent online content, basically mixing online and face-to-face delivery. A substantial proportion of the content is delivered online, typically through discussion boards, group work, assignments, and announcements, and there are also some face-to-face meetings.
- Blended/hybrid instruction includes providing a minimum of 2 hours per week for each blended course during the entire 15 weeks of the term or semester.
- Blended/hybrid is denoted by the prefix (BLD) with day(s) and time of the face to face on site class time.

- Communications with students should be made within the Canvas platform by using the



Global Navigation icon list.

- Time to respond to a student email within Canvas should be **within 24 to 48 hours** and indicated in the syllabus so students will know when to expect an email response back from the instructor.