

College Operating Procedures (COP)



Procedure Title: General Course Operating Procedures for Modalities with Online Instruction

Procedure Number: 03-0805

Originating Department: Provost

Specific Authority:

Board Policy 6Hx6:3.01

Florida Statute

Florida Administrative Code 6A-14.0304

Purpose Statement: Adopted: 09/19/2014; 09/25/2015; 10/16/2017; 12/15/2020

Procedure Actions: This COP defines the general course operating procedures for modalities with online instruction.

Guidelines:

Semester Start Procedures: Teaching courses that include online instruction requires timely, clear, and effective communication from instructors. Instructors must be proactive in providing information on course requirements and expectations in order for students to plan for and to succeed in an online course.

1. Instructors agree to satisfy the following requirements on or before the course start date consistent with * FSW Online policies, guidelines, and procedures:
 - a. Provide a complete syllabus in accordance [COP 03-0604 Common Course Syllabus](#).
 - b. Provide a course introduction featuring the course instructor, including biographical information and a reasonably current photo.
 - c. Adjust all term-specific information and assessment due dates.
 - d. Validate course links to ensure student access to course materials.
2. Instructors agree to complete all of the following requirements:
 - a. Ensure the course is ready to be published by 8:00am on the first day of the term.
 - b. Attendance Verification must be completed by the date listed on the Official College Calendar.

Course Procedures: Instructors must demonstrate regular and substantive interaction with their students through regular course communications, by providing timely feedback, by addressing student questions and concerns, and keeping students apprised on their progress in the course.

1. Instructors shall respond to all student inquiries according to FSW Online policies, guidelines, and procedures.
2. Instructors shall provide timely grading in accordance with FSW Online policies, guidelines, and procedures.

3. Instructors shall maintain a presence in their course in accordance with FSW Online policies, guidelines, and procedures.

Course Closing Procedures: Students taking online courses expect and deserve timely grade reporting.

1. Following the conclusion of a course, instructors shall post grades no later than the date and time listed on the college's Official College Calendar.
2. At the end of a term, instructors may be required to have further correspondence with students in accordance * FSW Online policies, guidelines, and procedures.

*Changes to FSW online, guidelines or procedures must be approved by Academic Technology Committee and FSW Senate.