
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 offers four approved course delivery methods: Face-to-Face, Hybrid, Synchronous Online, and Asynchronous Online. All University courses must identify as and align with one of the four delivery methods throughout the course period.

II. PURPOSE AND SCOPE

- A. This policy establishes a standardized set of course delivery options at the University to clarify the expectations associated with each delivery method for faculty and students.
- B. Regardless of delivery method, all Lamar University courses and materials offered must comply with University, State, and federal accessibility requirements, including, but not limited to, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Section 508 of the Rehabilitation Act (where applicable), and applicable Texas accessibility laws and rules.
- C. 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 and Regulations; the Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

III. DEFINITIONS

- A. **Asynchronous.** Instruction or course activity that does not occur at a fixed scheduled meeting time and does not require participants to be present simultaneously in the same physical or virtual space.
- B. **Asynchronous Online Course.** A fully online course offered without a designated meeting time. Instruction, assignments, and participation occur asynchronously.
- C. **Hybrid Course.** A course that combines online instruction with required face-to-face instructional activity. Face-to-face instructional activity (1) must account for at least 25 percent of the course's total instructional activity; (2) may not exceed 50 percent of the total instructional activity for the course; and (3) requires weekly in-person activity unless the course is granted exemption via Academic Affairs. The required in-person activity must be directly related to course outcomes and

may not include conferences, check-ins, small-group meetings, office hours, or similar activities. Online instructional activity may occur synchronously, asynchronously, or a combination of the two. Hybrid courses must be designated as Hybrid in Banner.

- D. **Face-to-Face Course.** A course offered at regularly scheduled meeting times during which the instructor and students are physically present in the same location at the same time. Face-to-face courses may also require use of the learning management system, online tools, or the internet for course content delivery, assignments, or communication.
- E. **Instructional Activity.** Faculty-led academic engagement that directly supports course outcomes, including lectures, discussions, demonstrations, labs, supervised practice, and required assessments. Instructional activity does not include office hours, conferences, check-ins, advising, or other administrative or support meetings.
- F. **Online Course.** A course delivered fully online that does not require any in-person attendance on campus or at an external location (i.e., a testing center). An online course may be asynchronous or synchronous, depending on whether scheduled webinars are required.
- G. **Synchronous.** Instruction or course activity that occurs in real time at a scheduled meeting time, whether in person or in a virtual environment.
- H. **Synchronous Online Course.** A fully online course offered at a scheduled class meeting time. Students are expected to participate live in the virtual classroom at the scheduled time, and no in-person attendance is required.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. Registrar's Office
 - 1. Verify that all course requests comply with the requirements set forth in only one of the four approved course delivery methods.
 - 2. Ensure that each course section's delivery method is clearly stated and visible to students during schedule selection.
- B. Department Chair
 - 1. Ensure all course requests or submissions align with one of the approved course delivery options.
- C. Instructor
 - 1. Ensure course instruction is delivered within the defined parameters of the published course 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

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

Responsible Party: Academic Policy Advisory Council

VII. APPROVAL

Dr. Brett Welch
Provost and Vice President for Academic Affairs
Approved: 06/23/2026

Dr. Jaime R. Taylor
Lamar University President
Approved: 06/24/2026

POLICY LOG

Version 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 Lamar University President.

Version 2

12/11/2024

Definition of hybrid course updated to clarify requirements for on-campus meetings.

12/18/2024

Policy approved by Lamar University President.

Version 3

04/17/2025

Removed term "inclusive" from Section II.C to comply with SB17 (TEC § 51.3525).

04/29/2025

Policy approved by Lamar University President.

Version 4

05/5/2026

Definitions added: asynchronous, instructional activity, synchronous. Other definitions updated to clarify which course delivery may require student attendance in person on campus.

06/24/2026

Policy approved by Lamar University President.