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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**

**MAPP 00.00.00**

**AREA: Academic Courses and Credits**

<b>Course Delivery Methods</b>
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**I. POLICY**

- A. Lamar University (LU) has identified five methods of delivering courses that are approved for use. These options are Face-to-Face, Hybrid, Flex Mode, 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 class 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 development and delivery of courses.
- B. This policy falls under the authority of applicable federal, state, and Texas State University System (TSUS) laws, statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*, Texas Education Code, Title 3, Higher Education, and Texas Administrative Code, 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 50% to 85% of the planned instruction occurs when the students and instructors are not in the same physical location or not present at the same time. A hybrid course must meet in person on campus at least once per week. A hybrid course replaces 23-39 hours of traditional class time (for a three SCH course) with comparable online activities and assignments.
- 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 online and in the Blackboard course at the scheduled class meeting time.

**IV. POLICY ROLES AND RESPONSIBILITIES**

- A. Registrar
  - 1) Ensure the listed delivery methods are the only options available.
  - 2) Ensure the course delivery methods of every section are clearly defined and available for students when selecting class schedules.
- B. Department Chair
  - 1) Ensure all submitted course requests 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 only approved course delivery methods are selectable options on course submission paperwork. 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**

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Provost and Vice President for Academic Affairs Date

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Lamar University President Date

REVISION LOG

Revision Number	Date	Description of Changes
1		Version completed.
		Version approved by President.