Policy Type: Operational
Applies to: Students

POLICY DATES

Issued: Approved by President Botzman, Provost Breese and Dean Frazier April-June 2021
Revised:
Edited:
Reviewed:

Definitions

Term	Definition
Online course	Whether synchronous or asynchronous, courses listed as meeting "online" are clearly identified as such, and all students attend and participate over distance utilizing technology.
Remote learner/ remote participant	Remote participation involves one student participating over distance while the course generally maintains a traditional, in-person meeting schedule on campus for the instructor and the remaining enrolled students. The instructor determines the manner in which they can best engage the remote student for quality course content delivery and assessment.

Policy Details

The University of Mount Union is dedicated to delivering quality educational instruction for our students in an on-campus classroom setting. Accordingly, most of our courses are offered using a traditional, face-to-face instructional model. Notable exceptions are courses listed as meeting "online" for some or all of the course meeting time. Whether synchronous or asynchronous, courses listed as meeting "online" are clearly identified as such, and all students attend and participate over distance utilizing technology.

By contrast, remote participation involves one student participating over distance while the course generally maintains a traditional, in-person meeting schedule on campus for the instructor and the remaining enrolled students. The instructor determines the manner in which they can best engage the remote student for quality course content delivery and assessment. Students should anticipate these expectations to differ from course to course. The use of technological devices and access to reliable internet connection for synchronous video meetings during regularly scheduled course meeting times may be required, although instructors may determine other methods of instruction depending on the course and available technologies.

Remote students are still required to adhere to all course syllabus policies and deadlines, and to attend course meetings virtually according to the course's usual meeting schedule (if applicable). Instructors may make any reasonable alterations to the course's attendance and participation requirements as they deem necessary to allow for the remote student to participate in an equitable manner. Any such alterations to the general course syllabus or unique expectations should be communicated to the remote student in writing by the instructor as early as possible.

The University recognizes that rare and unique circumstances at times exist wherein a student registered in a traditional course (one that is not listed as meeting "online") may have a legitimate need to participate remotely. Such circumstances could last a matter of weeks or be semester-long. Qualifying student circumstances may include, but are not limited to:

Applies to: Students

- Medically necessary post-operative or post-birth recovery time away from campus.
- Necessary and urgent medical treatment away from campus.
- Extenuating and severe health and wellness circumstances.
- Extenuating and unavoidable delays in travel to campus.
- Extenuating circumstances for immediate family member(s) away from campus.

PROCEDURE

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Students presented with such circumstances may file an official request with the University's Office of Student Accessibility Services for the accommodation of participation in their coursework remotely. The length of time such an accommodation will be granted will vary depending upon the nature of the request but shall not exceed one academic semester and may be renewed in a subsequent semester upon student request and administrative review. Supporting documentation will generally be required from the student. The Director of Student Accessibility Services and/or the Assistant Dean for Student Success shall determine whether a request can reasonably and effectively be accommodated.

Administrative determinations shall heavily incorporate interactive consultation with the student and with their course instructors of potential future courses and/or instructors of currently enrolled courses. Instructors are not required to include a remote learner in a traditional course and retain the discretion on a course-by-course basis to determine whether that course's essential learning outcomes can reasonably be met via remote student participation. Equally effective alternatives may additionally be considered when practical, including directed study opportunities, commuting to campus, and student schedule changes.

Factors to be considered when determining the outcome of a request may include, but are not limited to, the following:

- The student's past academic performance at the University.
- The student's history of remote learning accommodation (if applicable).
- The student's current or anticipated housing or travel status.
- The student's current or anticipated athletics participation.
- The student's current or anticipated campus extracurriculars participation.
- The student's current or anticipated access to adequate technology.
- The current or anticipated health or disability status of the student, or the student's immediate family member
- The administrative feasibility of remote participation given the unique course schedule.
- The availability of equally effective alternatives.
- The ability of remote participation to achieve the essential learning outcomes for the course(s).

Upon completion of administrative review, a decision on the student's request will be communicated to the student in writing. Students shall be notified of which course(s) can or cannot be accommodated for remote instruction, with reasons given for a course that cannot. Students should not assume that they may participate in a course remotely until and unless they have received approval in writing from the appropriate University administrator reviewing their request. Students may appeal a decision to the Dean of the College which houses their declared major.

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Responsibilities

Position or Office	Responsibilities
Director of Student Accessibility Services -OR- Assistant Dean for Student Success	Conduct administrative review of student requests for remote learning; research available course and instructional delivery options in collaboration with faculty and other administrators; make determinations for such requests; communicate determinations to students
College Dean	Hear appeals of determinations (if applicable); make final determination for such appeals; communicate final determinations to students

Contacts

Subject	Office	Telephone	E-mail/URL
Director of Student Accessibility Services	Student Accessibility Services (SAS)	(330) 823-7372	StudentAccessibility@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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