

Nicholls State University

Office of Academic Affairs

Policy Statement on Course Offerings for the Fall 2020 Semester

Nicholls State University is following all guidelines published by the CDC, the Louisiana Department of Health and both state and local governments, in order to return to the physical campus for the Fall 2020 semester and keep all students, faculty, staff, and visitors, safe. Regarding student coursework during the COVID-19 pandemic, the University will be using multiple course delivery models to ensure that students continue progressing toward earning a degree, while also providing options for students to feel safe. Those course delivery models include:

- Face-to-Face (F2F) – Course is offered on campus in a classroom with 6-foot seating in all directions; masks will be required to be worn in all public spaces and classrooms.
- Asynchronous on-line – Course is offered 100% on-line, with all interaction occurring over the internet. Course uses a combination of readings, recorded lectures, videos, and other materials with due-date assignments/discussion boards/projects and proctored exams*. Course does not meet at specific days or times. Attendance is monitored and recorded through student's interaction in Moodle.
- Synchronous on-line - Course is offered 100% on-line, with all interaction occurring over the internet. Course uses a combination of readings, live-streaming lectures, videos, live discussions, and other materials with due-date assignments/discussion boards/projects and proctored exams*. Course does meet on specific days and times during the week. Attendance is monitored and recorded through Zoom video conferencing service.
- HyFlex/Hybrid – The HyFlex delivery model, in its simplest form, provides a flexible approach where students may attend course sessions in person in a classroom or by participating in course sessions online or by participating in a combination of both. It is critical that each student access Moodle and their course syllabus to determine the unique plan for that course. Contact your instructor with questions if you are unsure.
 - As an example: For a course that meets on Monday, Wednesday, and Friday: half of a class (Group A) may attend in person on a Monday while the other half (Group B) participate online, on Wednesday the two groups swap with Group A online and Group B in the classroom, and on Friday all students may participate in online instruction.

- Due to limited seating in the in-person classroom, faculty will determine the total number of students that may be present in the classroom on any given day.
- Alternatively, and specific to the current COVID-19 pandemic, some students may need to participate in HyFlex course sessions fully online. Those students who are immunocompromised or in a high-risk category, caring for someone who is immunocompromised or in a high-risk category, or have other risk factors or concerns should contact the Student Access Center at 985-448-4430 or studentaccess@nicholls.edu to discuss the option of participating in their courses 100% synchronously online.
- Specific to the HyFlex/Hybrid delivery model, courses may use a combination of in-person lectures that may also be live-streamed (on the specific date and time of the live lecture). The faculty may prerecord lectures and course content that may be made available for later viewing/listening. Assignments, discussions, projects, and proctored exams* may take place in the classroom or over the internet as directed by the course faculty.
- Students may be required to attend on-campus and off-campus learning activities as a component of their respective programs such as Nursing, Culinary, etc. This will be further communicated by the respective departments.

In summary, at Nicholls State University the HyFlex courses are designed by the faculty in that they are neither fully online nor face-to-face, incorporating online components to allow greater flexibility and safety. Your faculty will describe the details of your course in the syllabus.

Other points to consider for all delivery modes:

- Students are required to show their video when participating in HyFlex/Zoom classes.
- Roll will be taken in all courses, regardless of blended methods of delivery--F2F, remote F2F via Zoom, etc.
- For remote/proctored online testing, students should secure a private, distraction-limited environment.

All students are encouraged to review their Fall 2020 academic course schedules to determine the types of course delivery available and in which they are currently enrolled. Students with questions or concerns about their schedules should reach out to their advisors or the specific faculty member for individual course concerns or questions.

As a general reminder, all students should have access to the following, at a minimum:

- A computer (desktop or laptop) with broadband internet access. (It is recommended that students have the ability to connect directly to the internet via Ethernet cable due to the sometimes unstable connectivity of WiFi. Direct connection to the internet source decreases the likelihood of interruption during proctored exams).

- Access to a webcam and microphone, either built-in into the computer or an external version connected through a USB port. (This is necessary for participating in class discussions and for proctored exams).
- The ability to download software programs necessary for class participation and proctored exams (e.g., Zoom, ProctorU, Respondus, Skype, GoogleMeet, and others.).

Students should also understand and assume responsibility for undertaking online coursework, including self-motivation for independent learning and meeting deadlines as well as academic honesty during exams. It is critical that each student access Moodle and their course syllabus to determine the unique plan for that course. Contact your instructor with questions if you are unsure.

*In courses that require web-based exam proctoring, additional fees may be required. Nicholls State University uses two web-proctoring services: Respondus (all fees paid by the University), and ProctorU (higher-level proctoring services requiring a fee). Students having difficulty paying the proctoring fees should apply for possible financial assistance to cover the costs of proctoring through the Foundation Emergency Fund.

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