

Nicholls Online Policies and Procedures
February 26, 2015

Nicholls Online is an entity with its own brand and identity housed in the Division of Distance Education within Academic Affairs. The programs and courses that are offered follow the same academic standards and policies as other Distance Education course offered through Nicholls State University.

29.1 Courses will be offered through an 8-week session, using existing Nicholls Term A and B and summer calendar. A total of five eight-week sessions will be offered a year.

29.2 Nicholls Online students are limited to nine hours a session (six for graduate students). Nicholls Online students are not to exceed nine hours a term (six for graduate students) without permission of College Dean.

29.3 Nicholls Online allows students who are making satisfactory progress but are unable to complete the course work in the 8-week timeframe for personal reasons to extend the course. There is a monthly fee associated with this extension.

29.4 Students are able to register for both Nicholls Online and traditional Nicholls State courses during a concurrent academic semester. Student course load is not to exceed 18 credit hours without permission of College Dean.

29.5 Nicholls Online students pay a set tuition, which is unique from traditional Nicholls courses. The set tuition includes the following mandatory fees: Technology Fee, Academic Excellence Fee, and Operational Fee. Students may elect to add on student services by paying for the appropriate fees for these services. Tuition for Nicholls Online will be adjusted at a percentage comparable to regular tuition adjustments whenever these are made.

29.6 Due to the unique fee structure and payment, no tuition waivers are allowed for Nicholls Online courses.

29.7 The courses and appropriate faculty will be chosen by the academic Department Heads. However, Coordinators of Distance Learning may make recommendations for courses to suit the needs of Nicholls Online students.

29.8 Any faculty member teaching a distance education must complete a 2-week training through Quality Matters before offering the course. This is the same policy as 14.1 (Distance Education Policies and Procedures). The faculty member should also attend a Nicholls Online Orientation through CAFÉ' explaining the requirements and tools available to them.

29.9 It is the recommendation of the committee that faculty teaching for Nicholls Online in an overload capacity are limited to 1 course per term, maxed at 2 courses per semester.

30 It is the recommendation of the committee that courses taught for Nicholls Online should have the following enrollment sizes:

Undergraduate courses – 20 / max at 25

Graduate courses – 15 / max at 17

31 Courses taught via Nicholls Online may be included as part of the faculty member's regular load, or may constitute an overload, or a combination of both. Distance Education will use fees generated by the students to pay the adjunct monies.

32 Since 100% of coursework can be conducted online, there are no office hour requirements for teaching a Nicholls Online course. It is the recommendation of the committee that a set day and time for virtual office hours should be stated on the syllabus. Faculty must designate a time that they are available via Skype, Google Hangouts, Adobe Connect, phone, etc. to allow for personal communications if needed.

33. It is the recommendation of the committee that feedback on assignments, exams, discussion boards, etc. be provided by faculty within 3-5 day of due date. 48 hours on emails is acceptable.

34 It is the recommendation of the committee that a common course syllabus template be used for all courses taught for Nicholls Online, unless that college/department has a specific syllabus guidelines for accreditations purposes.

35 The Nicholls Online syllabus should contain contact information for the remote student on how to contact university support for technical, academic, and student services. An instructor can add additional information if needed.

36 Revenues generated through the program will be distributed back to Nicholls Online and the departments in which the academic programs are housed with a defined percentage of revenues also distributed to the general operating fund.

37 It is the recommendation of the committee that Nicholls Online use the same IR approved course survey that traditional WWW courses use and that Institutional Research processes them.

38 Students taking distance-education courses should be held to the same requirements of academic honesty as students taking traditional courses.