

Nicholls Online Policy and Procedures
December 2018

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.

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.

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.

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 may extend the course. There is a monthly fee associated with this extension as stated on the Requesting for Extending Course form.

Nicholls Online students pay a set tuition and fee structure, which is unique from traditional Nicholls courses. Tuition for Nicholls Online will be adjusted at a percentage comparable to regular tuition adjustments whenever these are made.

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

The courses and appropriate faculty will be assigned by the academic Department Heads.

Prior to teaching a Nicholls Online course, a faculty member must complete a 2-week training through Quality Matters.

Faculty load for teaching Nicholls Online are limited to 1 course per term, maxed at 2 courses per semester. Department Heads can increase this to 2 courses per term for exceptional circumstances.

Nicholls Online faculty are not required to have any on-campus office hours. They should be available to students daily via email and respond to communications within 24-hours.

Feedback on assignments, exams, discussion boards, etc. must be provided by faculty within four days of the due date.

Nicholls Online faculty are required to use a common course syllabus template, unless that college/department has specific syllabus guidelines for accreditation purposes. The syllabus should contain contact information for the remote student on how to contact university support for technical, academic, and student services.

Nicholls Online courses should be evaluated by Institutional Research, Effectiveness, and Planning and use the same course evaluation instrument used for that traditional Nicholls State University courses.

Students taking Nicholls Online courses should be held to the same requirements of academic honesty as students taking traditional courses as stated in the Student Code of Conduct.

Nicholls Online instructors are required to put the following content on their Learning Management System page at least one week before the start of classes: syllabus, course outline, and a Start Here section. Faculty members should notify their students about their course once content is ready.

If a course is listed as WWP, students must use the university approved online proctoring service or an approved testing center.

Online courses can not require any synchronous testing or meetings.