Protocols for Student Registration in Courses Across Modalities
3/27/19

Rationale:
HLC requires consistency of quality and learning goals across all modes of course delivery:
 Criterion 3. Teaching and Learning: Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.
Core Components
3.A. The institution’s degree programs are appropriate to higher education.
3. The institution’s program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

If BSU is fulfilling this obligation, there is no basis for restricting student enrollment in courses on the basis of delivery method (i.e. a course delivered through one modality is, by definition, equivalent to the same course offered through any other modality). Therefore, students are free to enroll in either face-to-face or online versions of the same course at their own discretion.

Limitation:
Although students may freely cross delivery methods, it is perfectly legitimate to give preference in registration to students for whom modality is critical to access (e.g. online students for whom enrollment in face-to-face courses may be impractical or even impossible). Thus, the only question outstanding is how best to balance student access across modalities with preferred registration for students limited to a single modality.

Protocols:
With welcome input from Faculty Senate, individual faculty members, and staff, the Provost’s Office establishes the following protocols:

1. Preferred enrollment in online courses will be extended to online students for the first four weeks of each registration period.
2. Following the first four weeks of each registration period, online courses designated by Academic Affairs as “normal demand” will be opened for registration to all BSU students.
3. Four weeks prior to the start of each semester, online courses designated by Academic Affairs as “high demand” will be opened for registration to all BSU students.
4. On-campus students who verify through their advisor that they are on pace to graduate before a course will be offered again in face-to-face mode at a time that is practical for them may register for an online section of the course at any time during the registration period.

Additional Information:
Over the summer of 2019, Academic Affairs will revise the “Coursework Only” form currently used by on-campus students to petition for permission to enroll in online courses, with the aim of simplifying it for use by students seeking early entry into online courses for the purpose of sustaining on-time pace toward graduation. The revised form will be presented for comment at a future BSUFA meet-and-confer.

These protocols supersede departmental, college, and or university procedures governing the enrollment of on-campus students in online courses.