UNM offers online education in both Accelerated Online Program and Online Max course delivery formats. This resource includes course delivery method descriptions, their associated business processes, and regulatory considerations. Delivery methods addressed are,

- Accelerated Online Program
- Online Max
- Online + Classroom (O+C)
- Hybrid
- Web-Enhanced

**Accelerated Online Program**

**Instructional Method Code:** MOPS

**Student Facing Definition:** Accelerated Online Program (AOP) courses are only available to students enrolled in a designated accelerated online program. These programs are designed with increased flexibility for students who want to reduce their time to degree and/or complete their degree while managing a career, family and other commitments. AOP courses consist of 100% online instruction, typically do not require meetings, and are 8-weeks in duration. Tuition is calculated at a flat-rate regardless of the student’s residency. All AOP courses are reviewed for quality standards prior to offering.

**Formal UNM Definition:** Accelerated Online Program (AOP) courses are only available to students enrolled in a designated accelerated online program. These programs are designed with increased flexibility for students who want to reduce their time to degree and/or complete their degree while managing a career, family and other commitments. AOP courses consist of 100% online instruction, typically do not require meetings, and are 8-weeks in duration. Tuition is calculated at a flat-rate regardless of the student’s residency, and is subject to some fees. All AOP courses are reviewed for quality standards prior to offering.

**Relevant Business Processes:**

- Scheduling coordination by UNM Online prompts course creation by Academic Technology and designer assignment by the Center for Teaching and Learning (CTL)
- Instructors are required to complete Course Information Form (CIF) so proper disclosures (books required, proctoring costs, meeting times, any additional fees) can exist on the schedule of online courses prior to students registering.
Instructional Methods:
Definitions, Business Processes, and Regulatory Considerations

- To be eligible to teach online, Instructors must complete Regular and Substantive Interaction (RASI) training prior to being scheduled in banner to teach an online course unless they have previously completed Evidence-Based Practices for Teaching Online since 2019.
- Online courses need to be developed to minimum federal, state, National Council for State Authorization Reciprocity Agreements (NC-SARA), and Higher Learning Commission (HLC) compliance requirements and All Accelerated Online Program Courses must pass a quality review using UNM’s Online Course Standards Rubric before the course begins.
- UNM Online must report to NC-SARA the number of exclusively distance education students enrolled in the institution engaged in distance education. This information is obtained from OIA Integrated Postsecondary Education Data System (IPEDS) reporting.
- Courses can only be scheduled as Accelerated Online Program courses once they are accepted by UNM Online as a part of an Accelerated Online Program or the General Education Requirements.
- Tuition is calculated at a flat-rate regardless of the student’s residency.
- Accelerated Online Program Courses are jointly owned by the instructor and academic unit.
- Online courses will have a course designer and support account automatically enrolled in the course.

Regulatory Considerations:

- Federal definition delineating between distance education and correspondence education: UNM’s accreditation does not cover correspondence education and if courses at UNM are determined to be correspondence courses, then institution can become ineligible for Title IV Financial Aid and could violate accreditation requirements. Distance education must have: Education that uses one or more of the technologies to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously. (100% Online)
- Students enrolled online must be made aware of material course requirements, including meeting requirements, before registration. As such, faculty must make the following listed disclosures: specific meeting times, required course materials and costs (textbooks, hardware, or applications), or testing requirements. Failure to distribute this information prior to registration could create a “misrepresentation” as defined by the U.S. Code of Federal Regulations, 34 CFR 688.71-75
- NC-SARA Manual: The institution assures the integrity of its online offerings.
- Council for Regional Accrediting Commissions (C-RAC) 2011: Approval of online courses follows standard processes used in the university.

21st Century Distance Education Guidelines from the Council for Regional Accrediting Commissions (CRAC): Information that orients students to their courses, such as syllabus, prerequisites, course delivery structure, class schedule, modes of communication, is provided to students on the institution's learning
management platform and Students have ready access to available technical support services (24/7 technical support).

### Online Max

**Instructional Method Code:** ONL

**Student Facing Definition:** Most online courses at UNM consist of 100% online instruction. Online courses may require regularly scheduled online meeting times or be offered without any required meetings. Check the Schedule of Classes for any required online meeting times. A limited number of in-person meetings, (not to exceed 25% of the course or no more than 3 in-person meetings for a 3-credit hour course), may be required. Such meetings must be disclosed – prior to registration – to students via the schedule of classes.

**Formal UNM Definition:** An online course is one in which learners access primary content and instruction using a variety of tools from UNM’s official online learning management system, including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. UNM’s accrediting agency stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Regular and substantive interaction between students and the instructor is required in all online UNM courses.

In many cases, the course content, communication tools, and learning activities reside within UNM’s official online learning management system, which allows for user authentication and tracking in a secure environment. Depending on the teaching style of the instructor and the course content, instruction can take place asynchronously (participants log in as their schedule permits) or synchronously (all participants log in to a virtual space at the same time), or some combination of the above. All mandatory scheduled meetings must be scheduled ahead of time in Banner so that students are aware of those commitments before they register for the course.

UNM online courses are not open-ended and have set start and end dates. Most follow 8- and 16-week formats with learning activities scheduled on a weekly basis.

**Business Processes:**

- Scheduling coordination by UNM Online prompts course creation by Academic Technology and designer assignment by the Center for Teaching and Learning (CTL)
- Instructors are required to complete Course Information Form (CIF) so proper disclosures (books required, proctoring costs, meeting times, any additional fees) can exist on the schedule of online courses prior to students registering.
Instructional Methods:
Definitions, Business Processes, and Regulatory Considerations

• To be eligible to teach online, Instructors must complete Regular and Substantive Interaction (RASI) training prior to being scheduled in banner to teach an online course unless they have previously completed Evidence-Based Practices for Teaching Online since 2019.
• Online courses need to be developed to minimum federal, state, National Council for State Authorization Reciprocity Agreements (NC-SARA), and Higher Learning Commission (HLC) compliance requirements.
• UNM Online must report to NC-SARA the number of exclusively distance education students enrolled in the institution engaged in distance education. This information is obtained from OIA Integrated Postsecondary Education Data System (IPEDS) reporting.
• All online courses must go through the online course proposal process before being approved for scheduling. The proposal process is administered by UNM Online.
• Online courses with synchronous meeting times will have a date and time associated with the course in Banner. The asynchronous online courses date and time will be blank. Can potentially add a comment for "no meetings."
• Online courses will have a course designer and support account automatically enrolled in the course.

Regulatory Considerations:

• Federal definition delineating between distance education and correspondence education: UNM’s accreditation does not cover correspondence education and if courses at UNM are determined to be correspondence courses, the institution can lose access to Title IV Financial Aid and potentially violate accreditation requirements. Distance education must have: education that uses one or more of the technologies to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously. (75-100% Online)
• Students enrolled online must be made aware of material course requirements, including meeting requirements, before registration. As such, faculty must make the following listed disclosures: specific meeting times, required course materials and costs (textbooks, hardware, or applications), or testing requirements. Failure to distribute this information prior to registration could create a “misrepresentation” as defined by the U.S. Code of Federal Regulations, 34 CFR 688.71-75
• NC-SARA Manual: The institution assures the integrity of its online offerings.
• Council for Regional Accrediting Commissions (C-RAC) 2011: Approval of online courses follows standard processes used in the university.
• 21st Century Distance Education Guidelines from the Council for Regional Accrediting Commissions (CRAC): Information that orients students to their courses, such as syllabus, prerequisites, course delivery structure, class schedule, modes of communication, is provided to
students on the institution's learning management platform and Students have ready access to available technical support services (24/7 technical support).

**Online + Classroom (O+C)**

**Instructional Method Code:** This delivery type does not have its own instructional method code. It is identified by an ONL section cross-listed with at least one section that is 100% Face-to-Face. Instructors would need to add Canvas to their face-to-face course resulting in the Web Enhanced (ENH) instructional method.

**Student Facing Definition:** Online + Classroom (O+C) delivery allows some students to attend class meetings in the classroom while other students join the meetings virtually. The online components of these courses are built and reviewed to meet UNM’s online course quality standards and compliance obligations for an Online Max Course. To participate in an O+C course, students register for either an Online MAX class section or a cross-listed section involving routine in-person instruction (such as a Web Enhanced, Hybrid or 100% Face-to-Face section). Class meetings are held at least once per week. Both cross-listed sections meet at the same time, with students attending the class session in the manner that they registered for.

Students registered for the Online MAX section will attend class meetings virtually via web conference. Refer to your class’s Canvas course for details on how to join the meetings. A small number of in-person meetings may be required as well. Check the Schedule of Classes for required meeting times and locations.

Hybrid, Face-to-Face and Web Enhanced sections require frequent on-campus participation. Students registered for these sections will attend class meetings at the location(s) indicated for their section in the Schedule of Classes.

**Formal UNM Definition:** O+C is not an official instruction method. Rather, O+C refers to a cross-list between a synchronous Online MAX class section and a “classroom section” that requires a high proportion of physical attendance in a classroom on campus. The section that heavily incorporates in-person instruction is 100% Face-to-Face, Web-Enhanced, or (less commonly) Hybrid. Students registered for the classroom section attend routine meetings hosted from a classroom equipped for web conferencing, while the Online MAX section’s students synchronously attend virtually.

Class meetings are held at least once per week, on the same days and times. This applies to all the sections within the cross-listed group. Students are expected to attend class meetings at the location(s) dictated by the instruction method and class schedule of the section for which they are registered. Online MAX sections require no more than three in-person meetings per 16-week semester, so students registered for the Online MAX section will attend most (or all) meetings virtually. Students registered for 100% Face-to-Face or Web Enhanced sections will physically attend all meetings on campus. For students
Instructional Methods:
Definitions, Business Processes, and Regulatory Considerations

in Hybrid sections, at least half of the contact time consists of in-person scheduled meetings, in accordance with the definition of Hybrid instruction.

Relevant Business Processes:

- Academic Affairs must approve any program that is intended to be offered in a format that cross-lists an online section with a section that is delivered primarily in person. A Memorandum of Understanding detailing the expectations in this communication will be agreed to for all departments offering O+C courses that pair online and classroom sections.
- Approvals for delivery in this format will be made for programs, not individual courses, and courses offered in this format must be part of a departmental strategy to offer a degree or certificate program that can be fully completed in an online modality. The program or degree may include a combination of Online MAX sections without in-person cross-lists and synchronous Online classes cross-listed with in-person sections.
- O+C courses must be designed to simultaneously serve students in online and classroom sections. The online components of these courses must meet UNM’s online course quality standards and compliance obligations.
  - Departments are expected to support faculty completion of the Evidence Based Practices for Teaching Online (EBPTO) course prior to offering courses in the O+C format. RASI training may be substituted when scheduling of EBPTO offerings does not permit the instructor to complete the training before the start of the course, but instructors should plan to complete EBPTO within the first semester of teaching the course. Any instructor who has not completed EBPTO within the first two semesters of teaching an O+C course will not be scheduled for future classes in this format until EBPTO has been completed.
  - The online components of the course must be designed to meet or exceed an “Accomplished” review using the UNM Online Course Standards Rubric. Instructors must be explicit when explaining how their course meets the requirements, including how elements will be met by online content and class meetings. Classes should complete review prior to the start of classes. Those that have not received an “Accomplished” review will not be considered for scheduling in subsequent semesters until the “Accomplished” standard is met. Students attending these classes entirely from a distance should have as equitable a learning experience as those attending on campus.
  - The online components of the course will be reviewed prior to the start of the semester and ultimately certified by a Quality Assurance Instructional Designer to support faculty course development.
- To use the same online content in Canvas for both the Online MAX section’s students and the students in a Face-to-Face section, the instructor will need to web-enhance the Face-to-Face section and group both sections in Canvas.
- Students are expected to adhere to the meeting times and locations given in the Schedule of Classes for their class section. Classrooms are assigned based on the projected enrollment in on-
campus sections. The instructor and the department will need to determine enrollment caps on both sections so that they achieve the desired combination of in-person and online enrollments.

**Regulatory Considerations:**

- Attendance in the delivery mode of the section that students are registered for is necessary to meet regulatory requirements, and there are important implications of this for international students. Instructors should be prepared to produce attendance records that document in-person student attendance.
- Instructors of record of all online classes, including those that are grouped with a classroom section in this format, are expected to disclose detailed course information to prospective students before registration opens each semester. Disclosures are made using the course information web application and posted at online.unm.edu. These disclosures are required to ensure the University remains in compliance with distance education regulations.
- The regulatory implications for Online MAX courses apply to the online sections involved in O+C offerings.

**Hybrid**

**Instructional Method Code:** HYB

**Student Facing Definition:** A hybrid course generally consists of a mixture of in person and online instruction. Students will be expected to meet in-person at least once per week throughout the semester, with the remainder of instruction occurring online. Check the Schedule of Classes for required meeting times and locations.

**Formal UNM Definition:** A hybrid course is a blend of in-person instruction with online learning. Hybrid courses move about half of course learning online (but not more than 75%) and, as a result, reduce the amount of classroom seat time. The online portion of the instruction is delivered to the learner using a variety of tools including UNM’s official online learning management system, email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Physical class meeting time is reduced but the material covered is equivalent to a normal full-time class delivery for the same number of credits.

**Relevant Business Processes:**

- Provosts' office requires instructors to complete Regular and Substantive Interaction (RASI) training.
- Scheduled by Central Scheduling and does not initiate processes by Academic Technology or Center for Teaching and Learning. Course shell will populate automatically as a result of the scheduling process in Banner.
Instructional Methods:
Definitions, Business Processes, and Regulatory Considerations

- Classes must be scheduled on-pattern to optimize classroom utilization.
- Any required online meetings must be listed in the schedule of classes in addition to the classroom meeting times.
- Instructors are encouraged to consult with the Center for Teaching and Learning for course design.

Regulatory Considerations:

- Higher Learning Commission definition for distance-delivered courses are courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other. Under Higher Learning Commission definition, distance delivered courses must have Student Authentication. An institution must have effective procedures to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. This requires use of UNM's official Learning Management System (LMS) because we cannot authenticate students who are using a different LMS. Institutions must notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity such as separate fees charged by proctoring services, etc. The proctoring cost disclosure must happen before students register or enroll, which means courses over 75% online should be required to fill out the Course Information Form (CIF).
- Integrated Postsecondary Education Data System (IPEDS) Reporting: If a student enrolls in one hybrid course and the rest online courses, then that student is no longer enrolled in “exclusively distance education courses.”
- National Council of State Authorization Reciprocity Agreements Manual (NC-SARA): “Hybrid” means: an educational program or course that includes both in-person and distance education. Also known by the name “blended” and, sometimes, other terms. SARA covers those portions of such a course that take place via distance education across state lines.

The State Authorization Network, a division of WCET, [WICHE [Western Interstate Commission for Higher Education] Cooperative for Educational Technologies], or [WCET SAN] recommends: under the federal definition, courses that are partially online (e.g., blended, hybrid, etc.) do not meet the distance education definition. In turn, specific federal compliance requirements for distance education do not apply to hybrid courses.
Instructional Methods:
Definitions, Business Processes, and Regulatory Considerations

Web-Enhanced
Instructional Method Code: ENH

**UNM Definition:** A web-enhanced course is a traditional in-person course that uses UNM’s official learning management system to expand student learning beyond the boundaries of the classroom. Examples of this include posting of syllabi and course materials, creation of asynchronous discussions, usage of online quizzes, grade books, communication, and assignment submission tools. The usage of these tools is used to supplement instruction and does not reduce seat time.

**Relevant Business Processes:**
- Faculty choose to [web-enhance](#) their course using a form in LoboWeb.
- Web-Enhanced courses should not waive in-person meeting requirements.

**Regulatory Considerations:**
- If less than 75% online, then courses do not need to be developed to online course compliance requirements.