

ANA G. MÉNDEZ UNIVERSITY STUDENT CONSUMER INFORMATION INTERCAMPUS COURSE POLICY

Introduction/Purpose

This policy aims to present the guidelines for identifying and creating intercampus courses according to institutional and student needs. The main purpose of the intercampus course is to consolidate courses with low enrollment between institutional locations and modalities.

Scope

This policy applies to all academic offerings and programs of Ana G. Méndez University, its educational modalities, and ground locations. It exempts those academic programs or courses of special complexity.

Definitions

1. **Academic offer** – any program, concentration, specialty, or set of academic programs of post-secondary education approved and contemplated in the license granted by the Commission on Independent Education.
2. **Academic program** – a prescribed group of courses taken in the proper sequence to attain mastery of a body of knowledge or set of skills leading to a certificate, diploma, or degree (Florida Commission for Independent Education, 6E-1.003, F.A.C.).
3. **Campus home** – original location where the student is enrolled.
4. **Campus host** – where the course will be offered or programmed.
5. **Curricular sequential** – a document that establishes the order of the courses corresponding to a program or academic offer according to its level. Identifies the courses that constitute a program or academic offering and the requirements for completing the degree.
6. **Intercampus courses** – courses in which two or more course sessions are consolidated. Most intercampus courses will be offered as remote courses after consolidating sessions. In other instances, the course is provided in the host campus in a regular classroom while one or more students are connected through the web.
7. **Intercampus student** – student from another institutional location (home) enrolled in a course programmed at another institutional location (host).

8. **Low enrollment** – for this policy, low enrollment will be considered for any course that has less than 5 students enrolled.
9. **Remote course** – course in which no less than 75% of the contact hours are offered synchronously, supported using the educational platform authorized by the AGMU. The remaining 25% of the hours may be offered in individual and group asynchronous activities. Requires a previous coursework plan.
10. **Study modality** – the various teaching-learning methodologies in which an academic program or course can be offered.

Procedure/Norms

Procedure

Intercampus courses will be offered as an alternative to consolidate low-enrollment courses between AGMU localities and modalities. Intercampus courses will or will not be offered if they meet the following eligibility and exclusion conditions.

- a. Eligibility:
 - i. If the course has 5 or fewer students.
 - ii. No facilitator is available in the locality where the course is scheduled.
 - iii. Request for additional courses, but it is not in the schedule of the locality requesting it.
 - iv. The course is scheduled in at least two locations.
- b. Exclusion:
 - i. If the student does not agree to take an intercampus course.
 - ii. Courses that require laboratories, practice hours, or the fulfillment of any criteria established by a specialized accrediting agency.

Norms

This course modality must comply with the following norms:

1. Students may not take more than 3 intercampus courses per semester.
2. Diploma and associate-level students may not take more than 4 intercampus courses during their academic program.
3. Bachelor level students may not take more than 8 intercampus courses during their academic program.
4. Master and Doctorate level students may not take more than 6 intercampus courses during their academic program.
5. Intercampus courses will be offered 100% in remote mode unless a host campus has more than 6 students enrolled. In this case, the course will be offered face-to-face (host campus) while one or more students will be enrolled as intercampus and taking the class remotely.
6. All onsite faculty members who will offer an intercampus course must complete the workshop offered by the Faculty Evaluation and Development unit.

7. The campus host is the one with the highest enrollment. If the enrollment is the same, then it will be the one with an assigned facilitator. If all have a facilitator, then the course will be assigned to the facilitator with the most seniority.
8. Intercampus students may be enrolled in courses in another location or modality with prior authorization from the associate dean and as long as the host campus facilitator has prior training from the Faculty Evaluation and Development unit. This applies particularly to onsite courses with remote students (intercampus students).
9. To establish the consolidation of courses, the language modality and type of modality offered must be identified and considered. Every effort must be made to maintain the same language in which the students are enrolled. Also, efforts must be made to consolidate as a first option for courses from the same modality. In case there is any difference in the modality offering or language, a written acceptance of the change must be obtained from the student. It could be an email of acknowledgment.
10. The retention officer must instruct the student regarding the need for access to a computer, internet, and availability to connect remotely at the time and day established for the course.
11. To request an intercampus course, an accordance between locations must be established following submission of the petition form to the Scheduling Director. The Scheduling Director will present the request for approval to the Academic Division Associate Dean as applicable.
12. The Session Control Committee will be able to identify and recommend intercampus courses.
13. Equivalent courses can be considered for this modality.
14. Intercampus courses must be requested at least two weeks before the start of an academic term.
15. Once an intercampus course has been created, all involved areas should be acknowledged.
16. The distribution of enrollment earnings will be established using the Human Resources compensation scale.
17. Cases not provided in this policy will be evaluated individually.