POLICY TITLE:

KYSU Online Course Registration Policy

VOLUME, SECTION & NUMBER:

1.3.9

ENTITIES AFFECTED:

Students

Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

Registrar’s Office

APPROVED BY:

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

7/1/2024

PURPOSE:

The purpose of the KYSU Online Course Registration Policy is to establish the guidelines for how course registration will be coordinated between Kentucky State University’s traditional academic programs and those offered through KYSU Online. This policy coordinates the course scheduling and registration to ensure students enroll in course sections related to their correct degree program modality.

POLICY STATEMENT:

The academic programs of Kentucky State University are oriented toward two general venues. One venue is the physical campus of Kentucky State University in Frankfort, Kentucky. This is the locus of the traditional academic programs, the full-time faculty, and the administrative offices of the University’s programs. This venue primarily serves residential, commuter, and dual-credit students in traditional degree programs. The courses in these degree programs are offered on-campus, virtually, or in a hybrid modality. Aside from rarely approved exceptions,[[1]](#footnote-1) these modalities are synchronous, requiring students to attend scheduled class meetings.

The other venue is KYSU Online. Beginning in the 2024-25 academic year, KYSU Online is the venue for distance learning degree programs and a remote student population. This venue offers courses in the online modality, which this policy distinguishes from traditional, virtual, and hybrid course modalities. The online modality is asynchronous, apart from rarely approved exceptions, and online courses do not require any meetings on the residential campus.

Beginning in the 2024-25 academic year, enrolled students will be associated with the venue in which their degree program is offered. Students enrolled in residential degree programs may register for traditional, hybrid, or virtual courses.

* Traditional course sections will be designated as such in the course registration system. Additionally, section numbers do not have a prefix when a course listing is in the traditional modality (e.g., ENG 101 – 01).
* Hybrid course sections will be designated as such in the course registration system. Additionally, section numbers will have a prefix of “H” when a course listing is in the hybrid modality (e.g., ENG 101 – H01).
* Virtual course sections will be designated as such in the course registration system. Additionally, section numbers will have a prefix of “V” when a course listing is in the virtual modality (e.g., ENG 101 – V01).

Likewise, students enrolled in KYSU Online degree programs may register for courses listed in the online modality.

* Online course sections will be designated as such in the course registration system. Additionally, section numbers will have a prefix denoting the online term or subterm when a course listing is in the online modality.
	+ Online courses in Term A (16 weeks) will have an “A” prefixed to the section number (e.g., ENG 101 – A01).
	+ Online courses in Subterm B (8 weeks) will have a “B” prefixed to the section number (e.g., ENG 101 – B01).
	+ Online courses in Subterm C (8 weeks) will have a “C” prefixed to the section number (e.g., ENG 101 – C01).

RELATED PROCEDURES:

Faculty Procedures:

Full-time faculty are contracted to teach in the residential degree programs. Faculty must follow the procedures of the departments and the KYSU Online Course Modality Policy when planning their scheduled course offerings. Online faculty are not involved in scheduling KYSU Online’s course offerings, which are delivered asynchronously in the online modality. The Office of Online Education will post the KYSU Online course sections for registration.

Changes in Modality:

Once students have begun enrolling in a course, an instructor should not alter the modality of the course—that is, change a traditional course into hybrid or virtual course, or vice versa—except under extenuating circumstances and as approved by the Chair of the department offering the course in consultation with the Director of Online Education. Such changes must be approved by the Vice President of Academic Affairs.

Student Appeal Procedures:

Students with a residential program association cannot register for KYSU Online courses apart from appealing the policy and receiving an exception from their academic advisor. They must complete a form with their academic advisor to initiate the appeal process. Appeals are made on a course-by-course basis. If the advisor approves the appeal, it will be forwarded to the Office of Online Education for review. If approved, the Office of Online Education will notify the student, the advisor, and the Registrar of the exception so the registration block can be overridden.

Similarly, students with a KYSU Online program association cannot register for residential courses (i.e., traditional, hybrid, and virtual modalities) apart from a successful appeal. They must complete a form with their academic advisor to request an exception. If the advisor approves the request, it will be forwarded to the Office of Online Education and the relevant Department Chair for review. If approved, the Office of Online Education will notify the student, the advisor, and the Registrar of the exception so the registration block can be overridden.

DEFINITIONS:

Residential Student

A residential student is enrolled in a residential program and typically lives on campus in a dormitory or a university-owned housing facility. Residential students may register for courses offered in the traditional, hybrid, and virtual modalities. Residential students are often associated with the traditional college experience of living away from home and immersing oneself in campus life and culture.

Commuter Student

A commuter student is enrolled in a residential program and typically lives off-campus but nearby. Commuter students may register for courses offered in the traditional, hybrid, and virtual modalities. Commuter students have access to the resources and activities of the main campus.

Online Student

An online student is enrolled in a KYSU Online program and lives remotely without reference to the main campus. Online students may register for courses offered in the online modality. Online students access various support services and campus resources made available online.

RELATED POLICIES/DOCUMENTS:

1.3.14 KYSU Online Course Modality Policy

1.2.7 Course Enrollment Policy

1.2.12 Dual Enrollment/Dual Credit

1.2.13 Establishment of Kentucky Residency

1.2.17 Online Learning

STATUTORY OR REGULATORY REFERENCES:

N/A

POLICY OWNER/INTERPRETING AUTHORITY:

Office of Online Education

DOCUMENT DATE AND VERSION:

5/25/2024 –

1. Dual-credit students may not request an exception, as they are not permitted to take the 8-week courses in the online modality. [↑](#footnote-ref-1)