



GUIDELINES FOR HYFLEX COURSES

- I. **AUD’s policies outlined in the student and faculty handbooks are applicable in both e-learning and face-to-face teaching environments.**
- II. **On-Campus Students:**
 - a. Students who opt to attend HyFlex courses on campus must adhere to all health and safety measures in place to prevent the spread of COVID-19, including: wearing masks during class, refrain from eating or drinking during class, maintain 2m social distancing at all times, refrain from sharing materials/ documents/ pens, etc.
 - b. Faculty should maintain 2m social distance from students in the classroom and can opt to wear a face shield rather than mask while teaching.
 - c. Faculty will take attendance each class period and indicate those students attending class on campus and those attending synchronously online.
 - d. Students should regularly check Blackboard for course materials and updates.
 - e. Students **cannot** shift to attending a class online without registering this request through the digital application (reviewed and approved by the Health Center Director and Registrar).
 - f. Should a student or faculty fall ill during class, he/she should immediately walk over to the AUD Health Center or contact 0569167761.
- III. **Online Students:**
 - a. Students who opt to attend HyFlex courses synchronously online must register this request through the application. Faculty will be notified via email of students who are registered to attend a HyFlex course online.
 - b. Students and faculty must adhere to the guidelines outlined in the: ‘Remote Learning and Examination Guidelines for Students’ and ‘Faculty Guidelines for Online Classes’.
 - c. Faculty will take attendance each class period and indicate those students attending class on campus and those attending online.
 - d. Students should regularly check Blackboard for course materials and updates.
 - e. Students **cannot** shift to attending the class on campus without registering this request through the application (reviewed and approved by the Health Center Director and Registrar).
- IV. **Exams and Assessments:**
 - a. Instructors should utilize a range of assessment tools in their classes.
 - b. Quizzes and exams will continue to be administered online (including midterm and final exams), in accordance with the guidelines indicated in the ‘Remote Learning and Examination Guidelines for Students’ and ‘Faculty Guidelines for Online Classes’.
- V. **Final Grades**
 - a. Faculty will submit final letter grades for all students at the end of the term.
 - b. ‘NP’ will be automatically issued for ‘F’ grades in Fall 2020.
 - c. The ‘Pass’ (P) option is available to students during Fall 2020, as per instructions and deadlines provided by the Registrar’s Office.
 - d. More information on the P/NP is available here:
<https://www.aud.edu/important-official-documents/>

Table of Changes

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| 1 September 2020 | 1; Final Grades; part "d" | Link corrected: https://www.aud.edu/important-official-documents/ |