Guidelines for Considering a Change in Instructional Modality
From Hybrid/Synchronous Online to Asynchronous Online
UWM — Spring 2021

This document is intended to supplement the earlier Guidelines for Changes in Modality from In-Person to Online-Only Courses. The specific focus is to address impacts of such changes in order to prepare instructors and students for these changes.

Regardless of the type of change in modality (even changes from synchronous to asynchronous online instruction), instructors and academic leadership should recognize that students and support staff may be impacted. With that in mind, we ask that ample time be given prior to shifting from one modality to another.

What are the factors instructors should consider prior to moving from one modality to another?

1. Many students signed up for a particular course for that course's advertised modality. It may be the student learns better in that modality, or they prefer the social community provided in the advertised modality. In any case, please confer with students prior to initiating any changes in modality, even changes from synchronous online to asynchronous online.

2. Students with certain accommodation plans may need additional considerations:
- If your course has a student with an accommodation plan (or if you are not sure), please contact ARC prior to initiating any changes:
  - MKE: archelp@uwm.edu, 414-229-6287
  - CGS: sjthor@uwm.edu, 414-251-6087
- Depending on the accommodation plan, ARC may have to change staffing schedules, find new ASL interpreters, or cancel existing contracts.
- Depending on the course and student, additional planning and preparation may be required to meet student needs.
- The more time ARC has to plan, the better the student is served and the less impact it has on schedules and budget.

3. If an existing course has a defined meeting schedule (e.g., MW, 9:00 am – 9:50 am), it is recommended that the same meeting time be maintained, including for moves to a purely online modality.