

**Guidelines for Considering a Change in Instructional Modality
from In-Person to Online-Only or Hybrid
UWM – Spring 2022**

The Scenario Planning Work Group has recommended that Spring 2022 instructional modalities strive for a curricular array that gets closer to pre-pandemic normalcy with a goal of 75 percent of courses occurring in-person. For this document, in-person courses are those with a modality designation of P or Hybrid 1 (H1). Consistent with UWM's 2030+ plan to be a radically welcoming campus, instructors wishing to change modality from in-person instruction (P or H1) to online-only or hybrid (W, H2 or H3) must follow the guidelines and process detailed below in order to best serve students and guarantee that courses are delivered as advertised in course schedules.

Guidelines and Process

1. The authority to approve changes in modality results from a collaborative dialogue between the instructor, the department chair, associate dean, dean, and provost's office. Once a modality is published in PAWS, students use that information to schedule their semester. We encourage academic units, to the best of their ability, to maintain the originally planned instructional delivery mode and continue the mix of modalities for licensure and accreditation purposes, pedagogical factors, as well as student preference. These factors as well as those following are part of the dialogue in changes to modality. In addition, we recommend for courses where licensure, accreditation, and federal requirements for international students require in-person instruction that back-up instructors be assigned to that course in case a staffing issue arises.
2. Many students sign up for a particular course for that course's advertised modality. It may be the student learns better in that instructional 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.
3. Academic units may identify a need to shift in-person courses to online in order to meet student enrollment trends and demand (e.g., an online course is fully enrolled and there's a need to add another online section and shift staffing accordingly). These changes are at the discretion of the academic unit and no review is required in addition to consultation with and approval from one's department chair and dean.
4. At the discretion and approval of the academic unit dean, courses currently designated as fully in-person (P) can be converted to Hybrid 1 (H1: mostly in-person with 20-50% delivered online) without approval of the Review Team and Provost. Deans, associate deans or chairs must notify the Provost's Office (at schmids@uwm.edu) of the intent to make this change so the Registrar's Office can update PAWS. In addition, instructors should (i) contact all enrolled students informing them of the change and (ii) contact ARC to verify any needed accommodations.
5. Factors justifying temporary or permanent changes in instructional modality for Spring 2022 include, but are not limited to, the following:
 - a. Pedagogy: Instructors may request change in modality for pedagogical reasons.
 - b. Course Requirements: Courses whose accreditation, licensure, or pedagogy require in-person instruction may be considered for changes in modality. However, such changes will require increased justification that all students and program needs are served by the change in modality. Increased scrutiny will also occur for in-person courses with international student enrollments, since visa requirements may require these students to be enrolled in in-person courses.

- c. Health: Instructors who have changes in their health situation may request a change in modality to accommodate these health changes. It is recommended that instructors with existing health conditions that are risk factors for coronavirus opt to teach purely online. For courses where in-person instruction is required for international students, licensure, or accreditation, changes to modality will be considered only after all back-up instructor options are exhausted.
 - d. Close Contact, Infection, or Care-Giving: Instructors who have been identified as a close contact, become infected, or have a family member who requires care can request a change in modality. As in 3.c., back-up instructor options should be considered first.
 - e. 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. Any changes to a course’s meeting schedule should be indicated in the submitted justification.
6. Process for requesting a change in modality for Spring 2022:
- a. Instructors teaching in-person who wish to move their class to online should first contact their department chair, associate dean, and/or dean to discuss the situation.
 - b. In collaboration with the department chair, associate dean, and/or dean, the instructor should provide detailed justification for moving the course from in-person delivery (P or H1) to online only (WW) or hybrid (H2 or H3). In addition to addressing the above factors, instructors should include the course and section number, current enrollments, student attendance at in-person sections, anticipated impacts on students in making the change, and any other relevant facts related to the course.
 - c. Students with certain accommodation plans may need additional considerations:
 - i. If your course has a student with an accommodation plan (or if you are not sure), please contact ARC prior to submitting a request for change in modality: MKE: archelp@uwm.edu, 414-229-6287; CGS: sjthor@uwm.edu, 414-251-6087.
 - ii. 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.
 - iii. Justification for making a change in modality should address efforts to address students’ accommodation plans.
 - d. Department chairs, associate deans, or deans should submit the instructor justification and confirmation regarding back-up instructor options, scheduling details, student communication plan and verification of accommodations to Stephen Schmid, schmids@uwm.edu. In addition, the submitter should indicate whether they and other leads in the academic unit support the change in modality request.
 - e. After review by the Review Team and approval of the Provost’s Office, the submitter will be informed of the decision. The Registrar’s Office will initiate any changes to the course modality in PAWS and the students’ tuition.
 - f. Online fee assessments will be made on all hybrid and online courses as of the semester tuition assessment (calculation) date. Any modality changes after this date will not be assessed online fees.