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To: NMSU Faculty and Staff

From: Sherry Kollmann, PhD

Subject: ARP 4.23

A quality academic experience is essential for our online offerings. As we continue to transition more courses into an online format due to the pandemic, please be reminded that we must fulfill the minimal student engagement requirements as they are outlined in [ARP 4.23](#). The formula used to calculate student engagement is based on the Carnegie credit hour, which requires a minimum of 42.5 hours of student engagement per credit or 127.5 hours of engagement for a 3-credit course within a 15-week semester. As you review your online course to ensure it meets this requirement, please note that estimated time to complete activities and assignments is intended to be included in the overall engagement/credit hour calculation (i.e. estimated amount of time students will need to read an assigned chapter, complete an assignment, participate in a discussion thread, or attend synchronous session are part of the calculation).

The Fall semester will be considered a transitional period for courses that are being/have been redesigned from face-to-face to online. All courses that are offered Online beginning Spring 2021 will need to demonstrate they meet the minimal student engagement requirements. In addition, courses that will be offered in the Spring 2021 schedule as Online must be identified as such no later than November 12, 2020.

Please let me know if there is anything I can do to assist in this transition.

Sherry Kollmann, PhD
Vice Provost, Digital Learning Initiatives