

Guidelines for Updating AOP or Online Course Content

To ensure course integrity and adhere to UNM Online Course standards, instructors teaching Accelerated Online Program (AOP) classes should use the content approved during the AOP Quality Review. Additionally, instructors should [propose courses for redevelopment](#) if they plan to make extensive structural changes to existing non-AOP online courses offered by UNM Main Campus.

However, there is some flexibility to personalize online courses to provide a positive student experience. The following content can be changed in an online or AOP course without contacting UNM Online:

- Contact information
- Introductory and module overview videos
- Textbooks, scholarly journals, and other instructional materials that are aligned with approved course and module objectives
- Due dates
- Grading criteria
- Assignment instructions
- Mid-course survey questions
- Canvas course design elements (home page, pages, announcements, etc.)
- Supplementary resources
- Additional assignments - must be aligned with high-level course objectives and with the original course's workload
- Module objectives - must be aligned with high-level course objectives

If you plan to make extensive changes to an AOP course, contact aop@unm.edu to determine if an additional quality review is needed.

If you intend to extensively update a non-AOP online course, contact unmonlineproposals@unm.edu to determine if you should [propose](#) the course for redesign.

Extensive changes include removing or making updates to the following:

- Course objectives
- Active learning assignments (e.g. project-based learning, group work, discussions, case studies, etc.)
- Assessments such as quizzes, mid-course, and final exams
- Course workload

Regardless of updates, course syllabi in online and AOP classes must include the following:

- Course deadlines
- Number of credit hours
- Attendance
- Course grading policies
- Plagiarism policies
- Academic integrity
- External sites used
- Contingency for course-wide system failures
- Ethical practices
- Netiquette
- Academic integrity policies