### Offering & Definition

<table>
<thead>
<tr>
<th>Offering &amp; Definition</th>
<th>Instruction</th>
<th>Assessment</th>
<th>UTM Approval Pathway</th>
</tr>
</thead>
</table>
| **An in-person course** is one in which both the instructor and the student are in the same physical location at the same time for most or all of the teaching and learning involved in the course components, usually on campus. While online components may be included as part of the course design, they do not constitute the majority of academic activities. At UTM, courses where less than one-third of the scheduled class time is replaced with online activities are considered ‘in-person’.

An **online course** is designed such that all of the instructional interaction occurs without the student and instructor being in the same physical location. |

- In-person at campus or other location. (Could have online components.)  
- Instruction may be done via synchronous or asynchronous web-based learning technologies including, for example, online instruction, webcasts, videos, discussion forums, collaborative tools, self-directed learning modules, etc.

- In-person at campus or other location. (Could have online components.)  
- Assessments for online courses are conducted or submitted online, with the possible exception of final or interim assessment requiring attendance on campus no more than once per session.

- In-person courses require initial approval through a minor modification under the [University of Toronto Quality Assurance Process (UTQAP)](#) when first created. Final approval rests with the Faculty/divisional council or delegated governance body.  

- Online courses require initial approval through a minor modification under the UTQAP when first created. Final approval rests with the Faculty/divisional council or delegated governance body.

- If an existing in-person course is converted to an online course, this is done through a minor modification. Final approval rests with the Faculty/divisional council or delegated governance body. Approval is required because the change to online mode of delivery is considered a canonical change to the nature of the course. The proposal will include an academic rationale for the change in mode of delivery and a clear commitment to resourcing the offering.

- If an online section is being added to a regular course, whether offered in a synchronous or asynchronous manner, this is approved through a minor modification. Final approval rests with the Faculty/divisional council or delegated governance body. Students are registered in separate sections of one course. Approval is required because the change to online mode of delivery is considered a canonical change to the nature of the course. The proposal will include an academic rationale for the additional mode of delivery and a clear commitment to resourcing the offering.

- If a course is being proposed to be offered either online (synchronous or asynchronous) or in person (e.g. online one term, then in person the next), this is approved through a minor modification.

If an existing in-person course is converted to an online course, this is considered a canonical change to the nature of the course. The proposal will include an academic rationale for the change in mode of delivery and a clear commitment to resourcing the offering.