



LIFE PACIFIC UNIVERSITY

OFFICE OF ACADEMIC AFFAIRS

Online Undergraduate Programs

Provost Council approved 3/29/23

Updated on 6/19/2026

Policy Restricting OUG Professors from Changing their Canvas Courses

In order to improve the student experience and consistency in our online undergraduate programs we are expecting professors to follow this policy:

1. OUG professors are not allowed to make formatting changes to their Canvas courses without prior approval from the Dean of Online Instruction.
2. Any proposed changes (including images and videos) must be reviewed and approved by the Dean of Online Instruction.
3. Any violation of this policy may result in disciplinary actions:
 - a. First violation: Department Chair will be notified and will need to attend a required meeting with the Dean of Online Instruction
 - b. Second violation: Dean of Respective Schools will be notified and will need to attend a required meeting with the Deans and Chair
 - c. Third violation: Provost will be notified to evaluate the case and the Faculty member might not be invited to teach once current contract is over.

Rationale:

LPU provides a consistent and user-friendly platform for both professors and students to engage in online teaching and learning. Therefore, any changes to Canvas may affect the quality and effectiveness of online courses. This policy aims to:

1. provide consistency and uniformity - Through course evaluations, student emails, and phone calls, OUG students have been addressing the issue of inconsistencies in their Canvas courses. Students have been feeling lost and confused as they navigate from one class to another. One course may require twice as much time and effort for students to immerse in, while another provides a straightforward learning flow. The interruption of this learning flow can negatively impact the overall student experience. Providing consistency and uniformity is aligned with Sweller's Cognitive Load Theory which pertains to the student's perception of mental effort as s/he interacts with the course materials.
4. reflect on the information in the course outline: Each OUG course outline has been reviewed and approved by a committee and the Dean of their respective Schools. Since the course outline is a contract or agreement with shared expectations between the students and the instructor, a professor who edits his/her Canvas class by removing or adding instructional materials is essentially breaking this contract or agreement.
5. align with the information stated in time-to-task (TTT): The purpose of TTT is to allocate realistic time for students to complete all the learning activities in the class. Curriculum changes will result in giving students a heavier or lighter workload than what was approved

by the committee and the Provost at the time the course was created.

6. provide a logical or step-by-step learning process for students: OUG Canvas classes were redesigned to help students, who are mostly linear thinkers, learn by moving forward from one level to the next. When a professor changes his/her Canvas class, the logical sequence of the class is often interrupted, which affects the overall learning experience. It can be counterintuitive to how students digest the materials.
7. make learning content accessible through mobile devices: More students are using their mobile devices or tablets to interact with their course materials. Smaller screens have limited viewing space and restrict the use of large images or embedded videos, which requires an internet connection with a larger bandwidth. Images and embedded videos are critical components of any online course, and they play a vital role in enhancing the learning experience for students. However, if images are not appropriately sized and placed in Canvas, they can disrupt the learning flow, hinder comprehension, and create confusion.