

Instructional Method/Schedule Type Classifications

For regulatory and administrative reasons, it is essential that classes be correctly categorized in our student information system-Banner. The purpose of this document is to provide guidance. Due to federal and state reporting, accuracy of tuition and fees assessment, accreditation, international student requirements and tracking, veteran's benefits processing and federal Title IV financial regulations, failure to properly code classes equates to non-compliance; which can result in substantial penalties to ISU.

Based on regulatory definitions, Indiana State University has adopted the following definitions for categorizing class delivery methods:

F2F - Face to Face Class

A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings. Online activity may complement class sessions without materially reducing the number of required in-person class meetings. The primary use of online assignments is to provide out-of-class activities to encourage greater student engagement with class content.

Banner Schedule Type: Lab (B), On Campus (A), Research (RCH), Pro MBA (PMB), Educational Leadership MBA (EMB)

Instructional Method: Face to Face (F2F)

Campus Code: On Campus (1)

Course Section Range: 001-099, 401-499, 101-198, 630-639

Distance Course Fee: Not applicable

HYB - Hybrid (On Campus) Class

Online activity is mixed with classroom meetings, replacing at least 20%, but less than 75% of required face-to-face meetings. When the technologies used for education and communication outside the classroom are used to supplant some of the classroom work, reducing the time actually spent in the classroom, the result is a hybrid class. For example, if a class traditionally meets in a classroom three times per week, a hybrid or blended version might use online sessions to replace one or two of the traditional weekly classroom sessions. A general rule is to classify a class as hybrid if online components replace a minimum of one class meeting per week in a typical three-credit class or to replace all but a few key face-to-face sessions for laboratory work or examinations. Total amount of student work time is ultimately equivalent to a face-to-face course and outcomes are identical to traditional classes.

Banner Schedule Type: On Campus (A)

Instructional Method: Hybrid (HYB)

Campus Code: On Campus (1)

Course Section Range: 001-099, 401-499, 101-198

Distance Course Fee: Not applicable

HYB - Distance Hybrid Delivered Class

At least 75% but not 100% of class activity is done online. Distance Hybrid delivered classes are those in which the vast majority of the instruction and interaction occurs via electronic communication, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously. If there are required face-to-face sessions or on-campus activity, it is typically delivered in short, intensive periods such as a residency weekend or laboratory session and is clearly outlined in the class schedule notes. Online meeting times due to faculty absence or an unforeseen reason to cancel a scheduled face to face meeting does not constitute a Distance Hybrid course. Additionally, supplementing face-to-face meetings does not constitute a Distance Hybrid course.

Banner Schedule Type: Synchronous Online (OS), Asynchronous Online (OA)

Instructional Method: Hybrid (HYB)

Campus Code: Online (3)

Course Section Range: 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate per course fee

ONL - Online

100% of all class activity is done online. Distance delivered classes are those in which all of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously.

Banner Schedule Type: Synchronous Online (OS), Asynchronous Online (OA), Lab (B)

Instructional Method: Online (ONL)

Campus Code: Distance (3)

Course Section Range: 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate per course fee

ARR – By Arrangement with Instructor

These types of classes are unique and are not intended for regular classes, where there is on-going faculty-mediated instruction. The nature of independent study, research project, thesis and dissertation classes create unique circumstances and generate some confusion as to what is the proper class type to use. Clarification of this matter is intended to ensure that students are charged, or not charged, the distance delivery fee appropriately.

Banner Schedule Type: Dissertation/Thesis/Final Project (DTF), Independent Study/Arranged Course (IND), Research (RCH)

Instructional Method: Arranged by instructor (ARR)

Campus Code: On Campus (1), Off Campus (9), Distance (3)

Course Section Range: 001-099, 101-198, 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate fee per course

FINST – Field Instruction

These types of classes are unique and are not intended for regular classes, where there is on-going faculty-mediated instruction.

Banner Schedule Type: Clinical (CL), Internship/Practicum (INP), Student Teaching (ST)

Instructional Method: Field Instruction (FINST)

Campus Code: On Campus (1), Off Campus (9), Distance (3)

Course Section Range: 001-099, 101-198, 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate fee per course

Distance Programs: Clinical, independent study, research, thesis and dissertation classes that are part of a distance delivered degree program should be classified as distance delivered classes unless the student is physically on-campus for the class.

Non-Distance Programs: Clinical, research, independent study, thesis and dissertation classes that are not part of a distance delivered degree program should be classified as regular classes unless there is actual instruction or significant class content delivered via distance delivery techniques. Email or phone communication with the supervising faculty member does not reach this threshold.

Correspondence Classes (Not Offered at Indiana State)

Based on Title IV funding, correspondence classes are those in which an instructor provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. When a student completes a portion of the instructional materials, the student takes the examinations that relate to that portion of the materials and returns the examinations to the school for grading. Correspondence courses are typically self-paced. A correspondence course is not a distance education course.