

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 2/13, 10/17, 5/19


No: 2-C-900-06

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Administrative Unit: Administration

Approved By:

  
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President

**SUBJECT:** Enhanced, Hybrid (Blended), and Online Course Definitions

**PURPOSE:** To provide guidelines for consistency in defining and offering online, hybrid, and enhanced course delivery frameworks

**EFFECTIVE**

**FOR:** Faculty and Staff

**POLICY:**

This policy provides definitions for the classification of course delivery frameworks, which include enhanced, hybrid, and online. This definition refers to didactic courses and the didactic portion of courses that include a clinical component.

1. **Online:** A fully online class is a course offering in which all class sessions and exams are presented in an online environment. If the course meets at a specified time online, the course should list the day of the week and time in the class schedule. Fully online courses have no required on-campus meetings. This excludes on campus requirements for orientation and testing.
2. **Hybrid (Blended):** A hybrid class is a course offering in which students attend class sessions on campus and in an online environment. The class typically meets half online and half on campus. The online component may range from 25% to 99% of the total class sessions. Hybrid methodology may include the use of both synchronous (meeting at a scheduled time either online or face-to-face) and asynchronous (online classwork done on your own, not at a specific time) scheduled instruction. Scheduled instructions may be offered in a variety of instructional formats, which include but are not limited to weekly or every other week learning modules. Instruction must meet the credit hour requirements for student engagement, as defined by the Allen College Credit Hours Allocation Policy as noted in statements 4 through 6.
3. **Enhanced:** A course offering in which most or all class sessions are offered on campus using face to face sessions. Enhanced courses may make use of web-based tools to supplement or enhance a course, which may include online components and activities, such as viewing a syllabus, taking quizzes, participating in discussion, viewing presentations, content links, or handouts.
4. Each course regardless of delivery framework must comply with the College Credit Hours Allocation Policy, which measures credit hour in terms of the amount of time in which a student is engaged in academic activity. A credit hour is the basic unit of measure for college credit. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside work expected in order to prepared for

the class. A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction or its equivalent with a **minimum** of two hours of out of class student work each week for approximately 15 weeks for one semester of credit.

5. At least an equivalent amount of work as required in the previous statement is expected for other academic activities including laboratory work, internships, practica, graduate projects, and other academic work leading to the award of credit hours. Courses which include lecture, laboratory, and/or a clinical component will use the appropriate credit hour-contact hour ratio to meet required course outcomes as well as specialty certification or licensure requirements.
6. For courses using a portion of distance education modalities Allen College defines a credit hour as 15 hours of student engagement in the online classroom, with between 15-45 hours of student course engagement through readings, homework, and out of class work. For each 3 credit hour course, students are expected to have 45 hours of student engagement, with between 45-120 hours of coursework external to the classroom.
7. Faculty may not make the decision to change the format of a course offering without subsequent approvals from the College and the appropriate accrediting body.
8. All courses identified as using distance education at Allen College must comply with the following distance education Federal requirements as stated by accreditation agencies:
  - Distance education uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.
  - The technologies may include:
    - Internet:
    - One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
    - Audio conferencing; or
    - Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed above.
9. Distance education at Allen College does not include correspondence courses, which if deemed so by accreditors could result in loss of financial aid provided to students. The following are the Federal definitions (2009) of correspondence education:
  - Correspondence education means:
    - Education provided through one or more courses by an institution under which the institution 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.
    - Correspondence courses are typically self-paced.
    - Correspondence education is not distance education.