

## **Hybrid, Online, and Remote Courses**

### **Courses**

Courses will be classified in four ways based on how the contact hours are delivered. For each category, guidelines are provided regarding who may take the course and the type of approval required.

- **Face-to-Face Courses**
  - Classes typically meet in person every week at the designated time.
  - Full-time undergraduate students in the fall and spring semesters are limited to face-to-face courses only (with exceptions noted below).
- **Hybrid Courses**
  - Open to graduate students and adult part-time undergraduates in any term, as well as all students during summer and winter terms.
  - Up to 50% of the contact hours are delivered online or remotely.
  - Classes meet in person at regular intervals throughout the semester.
  - Dean or designee approves format.
- **Online Courses**
  - Open to graduate students and adult part-time undergraduate students in any term, and to all students during summer and winter terms.
  - Dean or designee approves format.
  - Online courses are conducted solely in an asynchronous format.
- **Remote Courses**
  - Open to graduate students and adult part-time undergraduate students in any term, and to all students during summer and winter terms.
  - Dean or designee approves format.
  - Remote courses are conducted synchronously. The department chair needs to designate synchronous dates and times when the course is built in Self-Service.
  - Remote courses at the graduate level may include asynchronous components. However, fully asynchronous courses should be designated “online.”
- **Hybrid, Online, and Remote Courses for Full-Time Undergraduates**
  - Third, fourth, and fifth-year undergraduates are permitted to take only one hybrid, online, or remote course per semester. Undergraduate hybrid courses can only be offered in evening time slots for the fall and spring semesters.

### **Designations**

Hybrid, online, and remote courses will be designated as either “hybrid,” “online,” or “remote” in the Schedule of Courses. Each course designation will be linked to the specific meeting times of that course, if applicable.

### **Notes**

Student learning outcomes must be the same as they are in face-to-face courses.