

# **Distance Learning Guidelines**

## **Faculty Quick Reference Information**

There are two types of Distance Learning courses and following are their definitions:

- On line: the instructor will meet in person/in class with students for an amount of time less than 50% of total class hours.
- Hybrid: the instructor will meet in person/in class with students for an amount of time greater than 50% of total class hours.

The technology used for Distance Learning courses is **Blackboard**.

### **Student Guidelines:**

- Student must be admitted to the College to take a Distance Learning course.
- Student must be a Sophomore, Junior, Senior or Graduate Student.
- Student must have at least a 2.0 average.
- Undergraduate students are allowed to take one course per Semester/Trimester.
- Graduate students and adult evening students have no restriction on the number of courses they could take during a Semester/Trimester.

### **Faculty Guidelines:**

- The Distance Learning Course Proposal Form must be used for the development of new Distance Learning Courses (see DL Web Page).
- A faculty member cannot teach more than two online/hybrid courses per term/trimester.
- Courses can be offered on a Semester and Trimester basis.
- No Distance Learning course should be offered during the Summer Inter-sessions (3 week Summer Sessions).
- Maximum of 20 students per class.
- For both online and hybrid courses, the faculty member must conduct an in person/in class orientation for students.

For Schedule of Distance Learning Course Offerings, Guidelines, Policies, Faculty Proposal Form, Academic Conduct and more, go to:

**DL Web Page: <http://www.spc.edu/pages/1271.asp>**