TYPES OF MTSU DISTANCE COURSES

MTSU faculty members have the opportunity to develop and to teach a variety of alternative delivery courses. The course types and definitions below are provided to assist course designers as development plans are made and departments as they plan their semester schedules.

Please note:
Web-assisted and web-enhanced courses are not considered distance offerings. Definitions are provided for scheduling purposes allowing for more efficient use of classroom space.

DISTANCE COURSE DEFINITIONS

DEVELOPMENT AND REDESIGN FEES APPLY

MTSU Online Courses

Scheduling Codes:
Meeting Type - ONLN
Instructional Method Code - WEB

Definition:
- All class instruction takes place in an online environment
- May include optional meetings/orientations. Students cannot be penalized for non-attendance. (The meeting dates/times are listed in RaiderNet as memo notes, and students can click on the CRN to review. Optional meetings will not create time conflicts.)
- May include proctored, on-campus exams. Students who cannot make the scheduled date/time/location must have the option of taking the exam during a specified timeframe at an approved, off-campus location.
- No physical class attendance may be required
• “D” section number is attached
• MTSU Distance learning fee applies ($30 per credit hour-graduate and undergraduate)
• Courses reviewed and approved through UC
• Development and redesign fees apply

Hybrid Courses

Scheduling Codes:
Meeting Type - HYBR
Instructional Method Code - HYB

Definition:
• A significant portion of instruction and activities take place online
• May include up to 15 hours of required or mandatory campus meetings per semester and must be noted on the semester schedule. (Mandatory meetings will create time conflicts in Banner. Students can be penalized for non-attendance.)
• “D” section number is attached
• MTSU Distance learning fee applies ($30 per credit hour-graduate and undergraduate)
• Courses reviewed and approved through UC
• Development and redesign fees apply

DEVELOPMENT AND REDESIGN FEES DO NOT APPLY
Courses Are Not Approved Through University College

Accelerated Online Courses

Existing online courses only may be offered via accelerated format

Scheduling Codes:
Meeting Type - ONLN
Instructional Method Code - WEB

Definition:
• Courses offered online in an 8-week schedule each Fall and Spring semester
• Students may take only 9 hours in each part of term (A1 or A2)
• Students may mix accelerated courses with full-term courses not to exceed 18 hours total
• Students must register for A2 courses during regular registration.
• Students are not permitted to add the A2 courses after late registration ends except by special permission.
• Faculty teaching Accelerated Online Courses in the A2 session are required to email to their students orientation materials/syllabus within the first 14 days of the regular semester.
• Instructors may provide optional meeting opportunities with their students either in person or online. If so, these dates/times should be included in the semester schedule.
• Instructors may provide an optional orientation and proctored exams (Exams would be listed in RaiderNet as memo notes, and students must click on the CRN to view notes. Optional meetings will not create time conflicts.). If so, instructors must schedule meeting rooms in which to proctor the exams and students who cannot attend are given the opportunity to have their exams proctored at approved off-campus sites within a specified timeframe.
• A “D” section number is attached to the course ID.
• MTSU Distance learning fee applies ($30 per credit hour-graduate and undergraduate)
• Note: Development fees apply if first created for accelerated online delivery.

**Synchronous Online Courses**

**Scheduling Codes:**

Meeting Type - SYNC
Instructional Method Code - WEB
Attribute - ASYN

**Definition:**

• All class instruction takes place in an online environment.
• Class meets online at specified days and times during the semester. These meetings may create time conflicts for students taking other courses that require meetings.
• May require proctored exams.
• MTSU distance learning fee applies ($30 per credit hour-graduate and undergraduate).
• Course is not reviewed/approved through UC.
• Development and redesign fees do not apply.
• Recording of class sessions may occur.
• Lectures are not used beyond the current semester without agreement of the faculty.
• Viewing of the archived lectures is limited to the enrolled class or a person with a legitimate educational purpose for viewing (such as a department chair).
• MTSU must request written consent of any person whose image was captured, including a guest lecturer, if an archive is distributed beyond the class.
• A “D” section number is attached.

**RaiderNet Notes**

• This class meets online at the time/days of week specified in RaiderNet.
Students will receive an email from the instructor regarding course access and should check their MTSU email account.

A reliable computer with, at minimum, a DSL Internet connection is needed to successfully access this course.

Hardware requirements include earphones, earbuds OR speakers.

During the class, students can hear and see the professor, and their communication with the professor takes place through a text chat window.

Recording of class sessions may occur

**Videoconferencing Courses**

**Scheduling Codes:**

Meeting Type - **VCON**
Instructional Method Code - **TWY**

**Definition:**

- Courses are taught by MTSU faculty from the main campus and are transmitted "live" to one or more distant sites.
- The instructor and students interact with each other through television cameras, monitors and microphones enabling real-time interaction.
- Attendance is required at the MTSU site or at one of the specified distance locations depending on registration.
- Course materials may be provided on the MTSU supported course management system Desire2Learn (D2L) and accessed through Pipeline or at [https://elearn.mtsu.edu/](https://elearn.mtsu.edu/)
- Student distance learning fee does not apply
- “D” section number is attached
- Course is not reviewed/approved through UC
- Development and redesign fees do not apply

**NOT CONSIDERED DISTANCE COURSES – Defined for Student Clarification and Scheduling Purposes**

**Web-assisted Courses**

**Scheduling Codes:**

Meeting Type - **WAST**
Instructional Method Code - **CON**
**Definition:**

- A blend of classroom (in excess of 15 hours per semester spent on campus) and online instruction which utilizes the web to reduce the time traditionally spent in the classroom
- Regular weekly meetings are still required that adhere to standard meeting time requirements
- “D” section number is not attached
- Distance learning fee is not assessed
- Course is not reviewed/approved through UC

**Web-enhanced Courses**

**Scheduling Code:**

Instructional Method Code: CON

**Definition:**

- A blend of classroom and online instruction which does not reduce the time traditionally spent in the classroom – classes meet as scheduled
- “D” section number is not attached
- Distance learning fee does not apply
- Courses are not approved through CEDL
- Development and revision fees do not apply