

11.99.99.D0.02 Program and Course Delivery Modes

Approved: October 04, 2016

Revised: February 9, 2021

January 7, 2025

Next Scheduled Review: January 7, 2030



Procedure Summary

This Standard Administrative Procedure provides guidelines on defining course and program delivery modes.

Definitions

Texas Higher Education Coordinating Board Distance Education Definition

Distance Education – The formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction.

Distance Education Course – A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations. The definition of distance education course does not include courses with 50 percent or less instruction when the student(s) and instructor(s) are in separate physical locations. Two categories of distance education courses are defined:

- a) 100-Percent Online Course – A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.
- b) Hybrid Course – A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are not in the same place.

Distance Education Degree or Certificate Program – A program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education courses. The definition of a Distance Education Degree or Certificate Program does not include programs in which 50 percent or less of the required credit hours are offered through distance education. Two categories of distance education programs are defined:

- a) 100-Percent Online Program – A degree program in which students complete 100 percent of the credit hours required for the program through 100-Percent Online Courses. Requirements for on-campus or in-person orientation, testing,

academic support services, internships/fieldwork, or other non-instructional activities do not exclude a program from this category.

- b) **Hybrid Program** – A degree program in which students complete 50 percent or more and less than 100 percent of the credit hours required for the program through Distance Education Courses.

Program-Level Definitions

Online Asynchronous Program – All courses required to complete the program are offered as fully asynchronous online courses. Students can complete the program entirely at a distance with no required face-to-face or synchronous meetings.

Hybrid Program – The program contains a majority of 100-percent asynchronous online courses. All other courses are offered as classroom, web-enhanced, hybrid, or synchronous online.

Synchronous Online Program – All courses required to complete the program can only be offered as either 100-percent asynchronous online courses or as synchronous online courses.

Traditional Program – A significant number of courses are offered only through traditional classroom courses. Some courses may be delivered via other course types.

Course-Level Definitions

100-Percent Asynchronous Online Course – 100-percent asynchronous online courses have no on-campus, classroom, or synchronous activity. All course activities are done online. These courses may require virtual proctored exams. (100% online activity)

Hybrid Course – Hybrid courses have a blend of online and classroom meetings with the majority of course activity occurring asynchronously online. (50% to less than 100% asynchronous online activity)

- Three Semester Credit Hour course (45 classroom contact hours) – between 22.5 and 44.75 class contact hours of asynchronous online course activity
- Four Semester Credit Hour course (60 classroom contact hours) – between 30 and 59.75 class contact hours of asynchronous online course activity

Web-Enhanced Course – Web-enhanced courses have the majority of their course activities in the classroom but supplemented by asynchronous online activities. (11-49% asynchronous online activity)

- Three Semester Credit Hour course (45 classroom contact hours) - between 5.0 and 22.25 class contact hours of asynchronous online course activity
- Four Semester Credit Hour course (60 classroom contact hours) - between 6.5 and 28.75 class contact hours of asynchronous online course activity

Synchronous Online Course – Synchronous online courses use web conferencing software to deliver lectures and other activities to students in real time regardless of their location. Synchronous online courses can include asynchronous online activities. (0-90% asynchronous online activity)

Three Semester Credit Hour course (45 classroom contact hours) - up to 40.5 class contact hours of asynchronous online course activity

- Four Semester Credit Hour course (60 classroom contact hours) - up to 54 class contact hours of asynchronous online course activity

Classroom – Classroom courses keep learning activities organized around scheduled class meetings with the instructor and all students in the same location. (0-10% asynchronous online activity)

- Three Semester Credit Hour course (45 classroom contact hours) - up to 4.5 class contact hours of asynchronous online course activity
- Four Semester Credit Hour course (60 classroom contact hours) - up to 6.0 class contact hours of asynchronous online course activity

Procedure

1. PROCESS – PROGRAM DELIVERY MODE

Assignment of program delivery modes is determined by the College Dean and Program Chair. Programs designated to offer the majority of courses at a distance must first obtain approval from the Coordinating Board.

The Dean and Program Chair will maintain and publish on the University web site a two-year course delivery plan for both face-to-face, if applicable, and distance courses. Deans and Program Chairs will ensure the course delivery plan contains sufficient 100-Percent Asynchronous Online Courses for distance students to complete at least one degree path at the same pace as Traditional Program students.

For a program desiring to be marketed as an Online Program the College Dean and Program Chair will submit the two-year course delivery plan to the Assistant Vice President, Technology-Enhanced Learning for review and Associate Provost for approval before the program can be officially marketed as such.

2. PROCESS - COURSE DELIVERY MODE

Assignment of course section delivery mode is determined by the Program Chair in coordination with the teaching faculty member prior to opening the section for enrollment. The Registrar will list the course delivery mode of each section in the student registration system. Sections that require face-to-face or synchronous online sessions will list the session date(s), time(s), and location(s).

3. PROCESS – DISTANCE LEARNING FEES

Distance Learning Fees are collected for all courses that meet the Texas Higher Education Coordinating Board definition of distance education.

Related Statutes, Policies, or Requirements

[Texas Higher Education Coordinating Board rules \(Title 19 Texas Administrative Code, Part 1, Chapter 4, Subchapter P\)](#)

Appendix

Appendix A – Department of Veteran Affairs (VA) Financial Aid Impact

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Appendix A Department of Veterans Affairs (VA) Financial Aid Impact

The following chart indicates the residence category for VA purposes for each course delivery definition.

Course Type	Graduate	Undergraduate
Fully Online	Distance	Distance
Hybrid	Resident	Resident
Web-Enhanced	Resident	Distance
Synchronous Distributed	Resident	Resident
Classroom	Resident	Resident

VA Regulatory Requirements (Source: VA School Certifying Official Handbook and 38 U.S.C. 3313(c)(1)(B)(iii) and 38 U.S.C. 3313(g)(3)(A)(ii)(I)(bb)) When a course is taken solely online (through distance learning) the course must be certified to VA as distance training