

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), defines distance education as:

a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the 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 used as part of the distance learning course or program. - Distance Education and Correspondence Education Policy Statement, January 2012.

UT Martin uses the definition of distance education put forth by SACS, and further defines it to include specifics related to online and hybrid delivery modes.

A **distance education course** is defined as any course in which 100 percent of the instruction is delivered through electronic means, either synchronously or asynchronously; the instructor and student are physically separated during the semester. The course may require a face-to-face orientation or in-person/proctored examinations.

An **online (OL) course** is defined as any course in which 81 percent or more of the instruction is delivered through electronic means, either synchronously or asynchronously, and the instructor and student are physically separated during the semester.

- Mandatory face-to-face meetings for orientations, labs, proctored exams, and travel study dates, etc. should be reported in the Banner notes section when creating the section as notification to students of mandatory meeting dates.

A **hybrid (H) course** is defined as any course in which 20 – 80 percent of the instruction is delivered through electronic means, either synchronously or asynchronously and the instructor and student are physically separated during the semester. In a hybrid course, in-class seat time is reduced by at least 20% but not more than 80% and replaced with online or multimedia based activities and assignments. Hybrid courses are designed to serve students on the main campus and at the extended campus centers.

- Faculty/departments should determine face-to-face meeting dates and report in the Banner notes section when creating the section as notification to students of mandatory meeting dates.