

## Procedure for SIS Coding of Distance Education Classes/Credit Hour Allocations

Indiana University will define distance education classes, and provide coding in its Student Information System, in accordance with United States Department of Education (DE) Title IV regulations and Higher Learning Commission (HLC) Definitions.

**Definition:** A Distance Education class is a class in which 76% - 100% of the instruction is offered by distance education.

**Distance education** is defined as education that uses certain technologies to deliver instruction to *students who are separated from the instructor*, and to support *regular and substantive interaction between the students and the instructor*. The interaction may be synchronous (student and instructor are in communication at the same time) or asynchronous. The technologies may include

- Internet,
- Audio conferencing, or
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.

A class taught through video cassettes or discs is also considered a distance education class but only if one of the three technologies listed is used to support regular interaction between the students and the instructor.

**Online education** is a subset of distance education that uses Internet technologies to provide more flexible access to content and instruction at any time, from any place. In online education, instructional content is intentionally designed and delivered asynchronously on the Internet to replace classroom instruction time (contact hours) between the student and instructor. *To determine what percentage of a class is online, divide the number of classroom contact hours replaced by instruction designed and delivered online by the total number of contact hours required for the class.*

**Correspondence education** classes are home-study classes provided by a school under which the school provides instructional materials, including examinations on the materials, to students who are not physically attending classes at the school. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence classes are typically self-paced. Correspondence education is not distance education.

**Coding:** To support IU reporting and provide meaningful information to students, all classes will be coded with one of the following mode of instruction codes. *Lack of compliance with these definitions by Indiana University could lead to loss of eligibility for federal funds, loss of revenue, and jeopardy for accreditation of the various IU campuses.*

**[OA] Online All:** 100% of instruction is provided through asynchronous online education in which the student is not bound by place or time.

**[OI] Online Interactive:** 76% to 99% of instruction is provided through online education.

**[HY] Hybrid, Traditional:** 26% to 75% of the instruction is provided through online education. The remainder of the instruction is provided through traditional face-to-face instruction.

**[HD] Hybrid, Distance:** 26% to 75% of the instruction is provided through online education. The remainder of the instruction is provided by distance education used to support synchronous interaction between the instructor and student.

**[DO] Distance, Other:** 76% or more of the instruction is provided by distance education used to support synchronous interaction between the instructor and student.

**[CT] Closed Circuit TV\*:** 76% or more of the instruction is provided by synchronous Closed Circuit TV.

**[OC] Correspondence:** 75% or more of the instruction is provided by correspondence education.

**[P] In-Person:** Traditional campus-based face to face instruction. Only 0% to 25% of the instruction may be offered online.

**[IN] Internship/Practica:** Internships or practica experiences for which credits are awarded by the institution. Only 0% to 25% of the instruction may be offered online.

**[IS] Independent/Directed Study:** Classes where instructors interact individually with students through a flexible format. Only 0% to 25% of the instruction may be offered online.

The flowchart on page 3 can be used to determine the Mode of Instruction for a class. Alternatively, Mode of Instruction can be found by calculating the **Online %** for a class and locating the corresponding code in the table below:

<b>Quick Reference for Instruction Mode Coding</b>		
<b>Code</b>	<b>Meaning</b>	<b>Online % (#Online Contact Hours / #Total Contact Hours)</b>
OA	Online All	100% is online education
OI	Online Interactive	76% to 99% is online education
HY	Hybrid, Traditional	26% to 75% is online, remainder is face to face
HD	Hybrid, Distance	26% to 75% is online, remainder is distance ed
DO	Distance, Other	76% to 100% is synchronous distance education
CT*	Closed Circuit TV	76% to 100% is synchronous closed circuit TV
OC	Correspondence	75% to 100% is correspondence
P	In Person (Face to Face)	0% to 25% is online education
IN	Internship	0% to 25% is online education
IS	Independent/Directed Study	0% to 25% is online education

\*Closed Circuit TV is a special case of the DO (Distance, Other) category. CT classes can be re-coded as DO classes, and the CT category discontinued, with no loss of granularity for reporting purposes.

For comparison purposes, the following table summarizes the correspondence between the course attribute values used to denote distance education classes prior to Fall 2013 and the new Instruction Mode values:

<b>Mappings from pre-Fall 2013 Course Attributes to Instruction Mode</b>	
<b>Pre-Fall 2013 Attribute Value</b>	<b>Corresponding Instruction Mode Value</b>
xxIS Independent Study	IS Independent Study
xxHY Hybrid	HY Hybrid, Traditional OR HD Hybrid, Distance OR OI Online Interactive
xxTV Interactive TV	CT Closed Circuit TV OR DO Distance, Other
xxOI Online Interactive	OI Online Interactive OR OA Online All

## SIS Coding of Class Instruction Mode

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