

DISTANCE EDUCATION AND HYBRID CLASSES

Policy Number: 229

Categorized: [Academic](#)

Responsible Office: Chief Academic Officer

Subject: Policy and procedures governing distance education and hybrid classes

Related Policies:

Procedures: [229P](#)

Additional Information:

Effective Date: 12/14/2010

Last Reviewed Date: 9/09/2021

1. Scope

This policy applies to all full-time and part-time teaching faculty teaching distance education and/or hybrid classes at NOVA.

2. Policy Statement

At NOVA, the three types of classes that constitute distance education are administered as follows:

- a. Classes that meet 100% online (online classes) must be offered through NOVA Online (NOL)
- b. Classes where face-to-face instruction is less than 50% but not 100% online are considered Distance Education Hybrid Classes:
 - Hybrid classes that meet face-to-face less than 30% are administered the same as online courses and must be offered through NOVA Online (NOL).
 - Hybrid classes that meet between 30 and 49% face-to-face are jointly administered by the campus and NOL.
- c. Classes where the instructor and students are in different locations at the same time through the use of technology (synchronous distance education classes) will be jointly administered by the sponsoring campuses and NOL.
- d. Classes that meet face-to-face 50% or more, but less than 100% of the normal meeting pattern for that course, are considered a Non-Distance Education Hybrid Class. *Non-Distance Education* Hybrid Classes are administered by the campus.

The academic deans are expected to hold non-distance learning hybrid course faculty and courses to the same standards, such as faculty training requirements, as the hybrid courses overseen at the College level.

All courses at the College, whether delivered in a face-to-face, hybrid, or online format, must teach the content defined in the Course Content Summary for that course and must achieve the student learning outcomes identified by the relevant program/discipline.

All hybrid class listings must follow the College *Schedule of Classes* Guidelines for listing Hybrid Classes.

All faculty who will teach a hybrid or NOL course must complete training prior to offering their first hybrid/NOL class.

Faculty – particularly adjunct faculty – should not be assigned a hybrid/NOL course without prior training, or mentorship by an experienced hybrid/NOL instructor (Except in rare instances where staffing must occur on an emergency basis and a trained hybrid/NOL instructor is not available).

Faculty may not offer hybrid classes, or any class that meets less than 100% face-to-face, without the specific approval of their academic dean or designee. Academic deans, in consultation with their provost, will review all hybrid class schedules and coordinate their scheduled meeting times and locations as necessary to fully utilize classrooms throughout the term before finalizing the class schedule.

3. Definitions

Distance education: For purposes of SACSCOC accreditation, “distance education is 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.” At NOVA, the following classes fall under this definition of distance education:

- a. Classes that meet 100% online (online classes)
- b. Classes where face-to-face instruction is less than 50% but not 100% online (distance education hybrid classes)
- c. Classes where the instructor and students are in different locations (synchronous distance education classes)

4. Procedures

See [229P](#).

5. Authority

NOVA Administrative Council (December 14, 2010)

State Council for Higher Education of Virginia

Southern Association of College and Schools Commission on Colleges