2516 – Alternative Delivery Methods

Courses at a Distance Including Online and Correspondence Courses

1. Activity-based courses may not be completed from a distance without prior curriculum review and approval by a representative faculty body as identified by the Vice President of Instruction and unless the student receives written permission from the College's Vice President of Instruction.
2. When a course is available in a traditionally delivered format student-athletes are to take the face-to-face course as opposed to an online or correspondence course, unless approved through a process as authorized by the Vice President of Instruction. (See office of Instruction for approval process)
3. Students desiring to complete a course, that is offered face-to-face, from a distance, must request and receive written authorization from the Vice President of Instruction.

Exam Proctoring

1. Individual faculty and staff members are expressly forbidden to act as proctors for correspondence and/or online courses for other institutions. All tests for students enrolled in these courses (Barton's or those of another institution) that require a proctored test must be arranged through and proctored by the College's Testing office personnel.

ITV Courses

ITV Faculty Training

Due to the uniqueness of delivering instruction via the ITV format, it is necessary for faculty to invest more time and energy in facilitating learning. It is required that faculty who are going to teach via the ITV medium undergo special training. In an effort to prepare faculty to teach in the ITV environment and to provide seamless instructional delivery, the College has developed the ITV Course Development Training Procedure.

ITV Faculty Compensation

In light of the added instructional responsibilities, faculty teaching over ITV shall be compensated according to the ITV Compensation Procedure.

Contact(s)
Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1516 – Alternative Delivery Methods

Approved by: President

Date: 10/29/04

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