

## **DELIVERY METHOD CODE GUIDELINES**

### **Effective Fall 2004**

1. Each course section will be assigned a single delivery method code that indicates the primary method by which instruction is delivered to the student. Assignment of the delivery method code will not be changed after the university billing date.
2. Department chairs will be responsible for specifying the code for each section.
3. In order to facilitate DDN enrollment reporting, any course section that uses DDN as one of its delivery methods must use the appropriate DDN code even if less than half of the instruction is provided via the DDN. For example, an on-campus course that is also sent out to receive sites via the DDN must use the 025 DDN Host/Send Site code.
4. If a course has one group of students receiving instruction primarily through one type of delivery method and another group of students receiving instruction primarily through another type of delivery method, separate course sections must be created. For example, one section for students primarily receiving instruction face to face and another section for students primarily receiving instruction over the Internet.

### DELIVERY METHOD CODES

(Effective Fall 2004; Revised March 2006; January 2008; March 2011)

001 Face to Face Term Based Instruction	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered in a face to face setting with both instructor and student together in the same place at the same time. Typically these courses are scheduled to meet 750 minutes for each credit; i.e., 1 hour (50 minutes of class time) for 15 weeks.</li> <li>• Includes courses that use other delivery methods to support or supplement face to face instruction.</li> </ul>
002 Correspondence— Non-Term Based Instruction	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered via printed and/or audiocassette, CD-ROM, or videotape material mailed directly to the student.</li> <li>• Involves little or no direct student/instructor interaction.</li> <li>• Offered in various lengths of time that begin or end outside the Standard Term.</li> </ul>
006 Correspondence— Term Based Instruction	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered via printed and/or audiocassette, CD-ROM, or videotape material mailed directly to the student.</li> <li>• Involves little or no direct student/instructor interaction.</li> <li>• Offered in a pre-determined period of time (Fall, Spring, Summer) that begins and ends within that period of time.</li> </ul>
007 Satellite	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered via satellite uplink.</li> <li>• Instructor-to-student interaction is one-way audio and video, but students can connect to the instructor via phone, fax, e-mail.</li> </ul>
013 Television	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered via television and/or through a local cable connection on a university-designated channel.</li> <li>• Instructor-to-student interaction is one-way video and audio but students can connect back to instructor via phone, fax or email.</li> <li>• Includes recorded instruction on SDPTV Overnight Service.</li> </ul>
015 Internet Asynchronous—Term Based Instruction	<ul style="list-style-type: none"> <li>• Web based instruction is primarily delivered on-line by email, listservs, or internet web sites on a self-paced, non-semester specific format.</li> <li>• Offered in a pre-determined period of time (Fall, Spring, Summer) that begins and ends within that period of time.</li> <li>• At least 75% of the instruction and interaction occurs via electronic communication or equivalent mechanisms with the faculty and students physically separated from each other.</li> </ul>
018 Internet Synchronous	<ul style="list-style-type: none"> <li>• Web based instruction is primarily delivered on-line by email, listservs, or internet web sites on a semester schedule where enrolled students have assignments due at the same time.</li> <li>• At least 75% of the instruction and interaction occurs via electronic communication or equivalent mechanisms with the faculty and students physically separated from each other.</li> </ul>
019 Internet Asynchronous—Non-	<ul style="list-style-type: none"> <li>• Web based instruction is primarily delivered on-line by email, listservs, or internet web sites on a self-paced, non-semester</li> </ul>

Term Based Instruction	<p>specific format.</p> <ul style="list-style-type: none"> <li>• Offered in various lengths of time that begin or end outside the Standard Term.</li> <li>• At least 75% of the instruction and interaction occurs via electronic communication or equivalent mechanisms with the faculty and students physically separated from each other.</li> </ul>
020 DDN Receive Site	<ul style="list-style-type: none"> <li>• Instruction is received via the state's two-way video and two-way audio system (Dakota Digital Network).</li> </ul>
025 DDN Host/Send Site	<ul style="list-style-type: none"> <li>• Instruction is sent out over the state's two-way video and two-way audio system (Dakota Digital Network).</li> <li>• Includes those on-campus sections in which the instructor and some of the students are physically present in the same room.</li> </ul>
026 Interactive Video	<ul style="list-style-type: none"> <li>• Instruction is delivered by means of synchronous or asynchronous two-way audio/video other than through the state Dakota Digital Network. For example, Internet II.</li> </ul>
027 Technical Institute, Non Term Based Instruction	<ul style="list-style-type: none"> <li>• Use for general education sections offered face to face by the universities at the technical institute and on the technical institute academic calendar.</li> </ul>
028 Face to Face Non-Term Based Instruction	<ul style="list-style-type: none"> <li>• Instruction is primarily delivered in a face to face setting with both instructor and student together in the same place at the same time.</li> <li>• Includes courses that use other delivery methods to support or supplement face to face instruction.</li> </ul>
029 Technical Institute, Term Based Instruction	<ul style="list-style-type: none"> <li>• Use for general education sections offered face to face by the universities at the technical institute and on the technical institute academic calendar.</li> </ul>
030 Blended/Hybrid	<ul style="list-style-type: none"> <li>• A course which blends online and face to face delivery. Course has reduced face to face contact time with some, but less than 75%, of the course content delivered online.</li> </ul>
040 Video Streamed	<ul style="list-style-type: none"> <li>• A course where classroom instruction (audio and video) is recorded and transmitted via electronic means to students at a distance for asynchronous viewing.</li> </ul>
098 Other	<ul style="list-style-type: none"> <li>• Courses where an instructor (from within or external to the system) is not assigned sole responsibility for tracking a student's participation (if applicable) and grading. Face-to-face instruction may not occur.</li> <li>• Could include courses such as program sustaining, orientation, tracking, exchange, internships, practica, field experience, or consortial program courses.</li> </ul>
099 Emerging Technologies	<ul style="list-style-type: none"> <li>• A category created to accommodate new and developing technologies for instructional delivery that occur infrequently or are considered to be experimental in nature at the time of delivery.</li> <li>• Once a new method has been deemed "established" and viable, it can be assigned a different category number.</li> </ul>

### HISTORICAL DELIVERY METHOD CODES CROSSWALK

CODE	STATUS
001 Face to Face/live – Term Based Instruction	Active
002 Correspondence—Non-Term Based Instruction	Active
003 RDTN-Terrestrial	Inactive; crosswalks to 020
004 Internet Video	Inactive; crosswalks to 018
005 DDN GEC	Inactive; crosswalks to 020
006 Correspondence—Term Based Instruction	Active
007 Satellite	Active
008 Satellite – ADEC	Inactive; crosswalks to 007
009 Satellite – Other	Inactive; crosswalks to 007
011 Audio-conferencing	Inactive; crosswalks to 099
013 Television	Active
014 CD-ROM	Inactive; crosswalks to 002
015 Internet Asynchronous—Term Based	Active
016 SD Public TV (broadcast)	Inactive; crosswalks to 013
017 Videotape Asynchronous	Inactive; crosswalks to 002
018 Internet Synchronous	Active
019 Internet Asynchronous—Non-Term Based	Active
020 Dakota Digital Network	Active
021 Videotape Synchronous	Inactive; crosswalks to 002
022 Other video networks	Inactive; crosswalks to 020
023 TeleWeb	Inactive; crosswalks to 018
024 Mixed Media	Inactive; crosswalks to 099
026 Interactive Video	Active
027 Technical Institute –Non-Term Based Instruction	Active
028 Face to Face – Non-Term Based Instruction	Active
029 Technical Institute –Term Based Instruction	Active
050 Face to Face Internet Assisted	Inactive; crosswalks to 001
099 Other	Active