1. Each course section is 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 to sites via the DDN must use the 025 DDN Host/Send Site code.

4. Separate course sections must be created 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. For example, one section for students primarily receiving instruction face-to-face and another section for students primarily receiving instruction over the Internet.

5. Delivery Method Codes are on the following page.
# DELIVERY METHOD CODES

<table>
<thead>
<tr>
<th>METHOD CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Face-to-face Term Based Instruction</td>
</tr>
<tr>
<td></td>
<td>• Instruction primarily delivered in a face-to-face setting with both instructor and student together in the same place at the same time. Courses meet for 15 (50.min sessions for each credit).</td>
</tr>
<tr>
<td></td>
<td>• Includes courses that use other delivery methods to support or supplement face-to-face instruction</td>
</tr>
<tr>
<td>015</td>
<td>Internet Asynchronous – Term Based Instruction</td>
</tr>
<tr>
<td></td>
<td>• Web based instruction primarily delivered on-line by email, listservs, or internet web sites.</td>
</tr>
<tr>
<td></td>
<td>• Offered in a pre-determined period of time (Fall, Spring, Summer) that begins and ends within that period.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>018</td>
<td>Internet Synchronous</td>
</tr>
<tr>
<td></td>
<td>• Same requirements as method code 015, and includes a required synchronous activity with the synchronous times scheduled and made known to students prior to the date the course starts.</td>
</tr>
<tr>
<td>019</td>
<td>Internet Asynchronous—Non-Term Based Instruction</td>
</tr>
<tr>
<td></td>
<td>• Web based instruction primarily delivered on-line by email, listservs, or internet web sites on a self-paced, non-semester specific format.</td>
</tr>
<tr>
<td></td>
<td>• Offered in various lengths of time that may begin or end outside the Fall, Spring, or Summer Terms.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
</tbody>
</table>
This course lacks “instructor-initiated regular and substantial interaction” and feedback between the instructor and the student and interaction between the instructor and student is primarily initiated by the student. The course is therefore considered to be a “correspondence” course according to the Federal Definition for Correspondence Education, regardless of the mode of delivery. Delivery of this form of online course may require prior HLC approval, particularly if 50% or more of the courses in a program are delivered by this method.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>DDN Receive Site</td>
<td>Instruction received via the state’s two-way video and two-way audio system (Dakota Digital Network).</td>
</tr>
<tr>
<td>025</td>
<td>DDN Host/Send Site</td>
<td>Instruction transmitted over the state’s two-way video and two-way audio system (Dakota Digital Network). Includes those on-campus sections in which the instructor and some of the students are physically present in the same room.</td>
</tr>
<tr>
<td>027</td>
<td>Technical Institute, Non Term Based Instruction</td>
<td>Use for general education sections offered face-to-face by the universities at the technical institute and on the technical institute academic calendar.</td>
</tr>
<tr>
<td>028</td>
<td>Face-to-face Non-Term Based Instruction</td>
<td>Instruction primarily delivered in a face-to-face setting with both instructor and student together in the same place at the same time. Includes courses that use other delivery methods to support or supplement face-to-face instruction.</td>
</tr>
<tr>
<td>029</td>
<td>Technical Institute, Term Based Instruction</td>
<td>Use for general education sections offered face-to-face by the universities at the technical institute and on the technical institute academic calendar.</td>
</tr>
<tr>
<td>030</td>
<td>Blended/Hybrid</td>
<td>Instruction blends online and face-to-face delivery. Course has reduced contact time and some, but less than 75% of the course content is delivered online.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>031</td>
<td>Emporium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• An on-campus course scheduled in a learning resource center featuring online materials and on-demand personalized assistance. These courses may offer some mini-lectures but traditional scheduled class lectures are eliminated.</td>
<td></td>
</tr>
<tr>
<td>098</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
|      | • 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.  
• Could include courses such as program sustaining, orientation, tracking, exchange, internships, practica, field experience, or consortial program courses. |
| 099  | Emerging Technologies |
|      | • A category created to accommodate new and developing technologies for instructional delivery that occur infrequently or are considered experimental in nature at the time of delivery.  
• Once a new method has been deemed “established” and viable, it can be assigned a different category number. |
## HISTORICAL DELIVERY METHOD CODES CROSSWALK

<table>
<thead>
<tr>
<th>CODE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Face-to-face/live – Term Based Instruction</td>
<td>Active</td>
</tr>
<tr>
<td>002 Correspondence – Non-Term Based Instruction</td>
<td>Inactive</td>
</tr>
<tr>
<td>003 RDTN-Terrestrial</td>
<td>Inactive; crosswalks to 020</td>
</tr>
<tr>
<td>004 Internet Video</td>
<td>Inactive; crosswalks to 018</td>
</tr>
<tr>
<td>005 DDN GEC</td>
<td>Inactive; crosswalks to 020</td>
</tr>
<tr>
<td>006 Correspondence – Term Based Instruction</td>
<td>Inactive</td>
</tr>
<tr>
<td>007 Satellite</td>
<td>Inactive</td>
</tr>
<tr>
<td>008 Satellite – ADEC</td>
<td>Inactive; crosswalks to 007</td>
</tr>
<tr>
<td>009 Satellite – Other</td>
<td>Inactive; crosswalks to 007</td>
</tr>
<tr>
<td>011 Audio-conferencing</td>
<td>Inactive; crosswalks to 099</td>
</tr>
<tr>
<td>013 Television</td>
<td>Inactive</td>
</tr>
<tr>
<td>014 CD-ROM</td>
<td>Inactive; crosswalks to 002</td>
</tr>
<tr>
<td>015 Internet Asynchronous – Term Based</td>
<td>Active</td>
</tr>
<tr>
<td>016 SD Public TV (broadcast)</td>
<td>Inactive; crosswalks to 013</td>
</tr>
<tr>
<td>017 Videotape Asynchronous</td>
<td>Inactive; crosswalks to 002</td>
</tr>
<tr>
<td>018 Internet Synchronous</td>
<td>Active</td>
</tr>
<tr>
<td>019 Internet Asynchronous – Non-Term Based</td>
<td>Active</td>
</tr>
<tr>
<td>020 Dakota Digital Network</td>
<td>Active</td>
</tr>
<tr>
<td>021 Videotape Synchronous</td>
<td>Inactive; crosswalks to 002</td>
</tr>
<tr>
<td>022 Other video networks</td>
<td>Inactive; crosswalks to 020</td>
</tr>
<tr>
<td>023 TeleWeb</td>
<td>Inactive; crosswalks to 018</td>
</tr>
<tr>
<td>024 Mixed Media</td>
<td>Inactive; crosswalks to 099</td>
</tr>
<tr>
<td>026 Interactive Video</td>
<td>Inactive</td>
</tr>
<tr>
<td>027 Technical Institute – Non-Term Based Instruction</td>
<td>Active</td>
</tr>
<tr>
<td>028 Face-to-face – Non-Term Based Instruction</td>
<td>Active</td>
</tr>
<tr>
<td>029 Technical Institute – Term Based Instruction</td>
<td>Active</td>
</tr>
<tr>
<td>040 Video Streamed</td>
<td>Inactive</td>
</tr>
<tr>
<td>050 Face-to-face Internet Assisted</td>
<td>Inactive; crosswalks to 001</td>
</tr>
<tr>
<td>099 Other</td>
<td>Active</td>
</tr>
</tbody>
</table>

**SOURCE:**
AAC August 2018; AAC October 2018; September 2019 (Clerical).