



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 5:</b>	Course Instruction and Delivery	
<b>Title:</b>	Delivery Method Code Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
5.5	X.A	09/2019
<b>Reference:</b>		
<b>Related Form(s):</b>		

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

METHOD CODE	DESCRIPTION
001 Face-to-face Term Based Instruction	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Includes courses that use other delivery methods to support or supplement face-to-face instruction</li> </ul>
015 Internet Asynchronous – Term Based Instruction	<ul style="list-style-type: none"> <li>• Web based instruction primarily delivered on-line by email, listservs, or internet web sites.</li> <li>• Offered in a pre-determined period of time (Fall, Spring, Summer) that begins and ends within that period.</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>• 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.</li> </ul>
019 Internet Asynchronous—Non-Term Based Instruction	<ul style="list-style-type: none"> <li>• Web based instruction primarily delivered on-line by email, listservs, or internet web sites on a self-paced, non-semester specific format.</li> <li>• Offered in various lengths of time that may begin or end outside the Fall, Spring, or Summer Terms.</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>

	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
020 DDN Receive Site	<ul style="list-style-type: none"> <li>• Instruction 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 transmitted 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>
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 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>• 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.</li> </ul>

<p>031 Emporium</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>098 Other</p>	<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>
<p>099 Emerging Technologies</p>	<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 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	Inactive
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	Inactive
007 Satellite	Inactive
008 Satellite – ADEC	Inactive; crosswalks to 007
009 Satellite – Other	Inactive; crosswalks to 007
011 Audio-conferencing	Inactive; crosswalks to 099
013 Television	Inactive
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	Inactive
027 Technical Institute – Non-Term Based Instruction	Active
028 Face-to-face – Non-Term Based Instruction	Active
029 Technical Institute – Term Based Instruction	Active
040 Video Streamed	Inactive
050 Face-to-face Internet Assisted	Inactive; crosswalks to 001
099 Other	Active

**SOURCE:**

AAC August 2018; AAC October 2018; September 2019 (Clerical).