

COURSE FORMATS

The following definitions describe existing modes of delivery for courses offered at Northern Oklahoma College:

Traditional A class is considered “traditional” when instruction relies solely upon face-to-face instruction with 800 minutes of seat time per credit hour issued—e.g. 50 minutes of a class meeting 3 times a week for 16 weeks, 75 minutes of a class meeting 2 times a week for 16 weeks, or 150 minutes of a class meeting 1 time a week for 16 weeks. Unless otherwise listed, all courses in the class schedule are traditional.

Hybrid A hybrid class represents a mixture of traditional and online elements with a minimum of 65% face-to-face instructional time and the use of a Learning Management System (e.g. Blackboard) as a supplement for either synchronous or asynchronous learning with the expectation of student interaction with other students and the teacher.

Online An online class is one in which 75% or more of the instruction occurs through the use of a Learning Management System such as Blackboard. Learning in an online course may be both synchronous and asynchronous but with internal deadlines requiring students to log in a minimum average of once a week.

Note: All online courses at Northern require students to take one proctored exam to authenticate identity of students enrolled in distance education. Students may test at any Northern campus testing site—the Enid location, the Stillwater location, or the Tonkawa campus—or at another official testing site (e.g. a university in another community) if pre-approved by the instructor. Testing fees may apply for testing sites other than the three Northern locations listed--normally averaging \$20-30 per test session.

ITV: Interactive television courses—delivery might be traditional, web-enhanced, or hybrid.

Supervised Study: Project-based courses allowing students opportunity to investigate topics in depth not covered in other coursework. All supervised study courses must have prior approval from the Division Chair and Academic Affairs with submission of a syllabus to clarify meeting times required, whether face-to-face or online, and assignments.

Arranged: Individualized instruction used to meet program requirements for graduation—i.e. a private voice or music lesson or program course out of sequence for the student’s timely completion of degree. Any course taught by arrangement must be approved by the instructor, division chair, and Vice President for Academic Affairs. Only courses required for the degree program and not scheduled in the current year will be considered for arrangement. No course being repeated may be taken by arrangement. A student may appeal to the Office of Academic Affairs in the event of a special situation not covered by the preceding guidelines.