

## **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 Dean of Learning and Instruction and unless the student receives written permission from the College's Dean of Learning and 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 Dean of Learning and Instruction. (See office of Learning and 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 of the Dean of Learning and Instruction.

### Exam Proctoring

1. Individual faculty and staff members are expressly forbidden to act as proctors for correspondence and/or on-line 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 assessment 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, Barton 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.

Approved by President on 10/29/04

## **Late Starting and Arranged Classes**

1. Each ARRANGED courses will be formally presented, justified, and reviewed by the Dean of Learning and Instruction (and/or instructional staff) prior to their being scheduled. Lecture courses will be conducted as lecture courses meeting in class the specified number of hours and on/during the appropriate and scheduled dates and times.
2. Instructors of ARRANGED courses must create a timeline, in consultation with the student, showing the amount of time the student should spend on each portion of the course; the student must complete a log showing the amount of time actually spent including the date, time and place. The instructor must maintain a record of the grade, date, time and place of all examinations, assignments, or hours worked.
3. No grades for ARRANGED courses will be posted until complete and accurate time logs are submitted to the appropriate associate dean, or their designee; the logs will be monitored and stored by Instructional administration. Logs are to include a statement of verification from the student and instructor that the times and dates reflected therein are true and accurate.

Approved by President on 10/29/04