Course Delivery Guidelines by Delivery Method (Faculty)

	In-Person	Fuzion	Live-Online	BartOnline
Description	In-person classes are offered on Barton's Great Bend, Fort Riley, Fort Leavenworth, and Grandview Plaza campuses. Students and instructors meet in the same physical space at the specified course meeting time.	Students and instructors meet during specified course meeting time with a portion of students meeting in-person at the Great Bend, Ft. Riley, Ft. Leavenworth, or Grandview Plaza campus and a portion meeting via zoom.	Students and instructors meet online via Zoom during specified course meeting time.	Courses are offered in an asynchronous format, fully online, and accessed only through Barton's Learning Management System, Canvas.
Course Meeting Schedule	As printed in the Course Search Tool, Course Bulletin, Student Schedule, or Cycle Flyer. Faculty are expected to hold class sessions during their scheduled class periods.	As printed in the Course Search Tool, Course Bulletin, Student Schedule, or Cycle Flyer. Faculty are expected to hold class sessions during their scheduled class periods.	As printed in the Course Search Tool, Course Bulletin, Student Schedule, or Cycle Flyer. Faculty are expected to hold class sessions during their scheduled class periods.	Students and faculty do not meet for scheduled class periods.
Course Meeting Location	As printed in the Course Search Tool, Course Bulletin, Student Schedule, or Cycle Flyer. Students are expected to attend course meetings in the assigned classroom as published unless they meet instructor's pre-determined guidelines, published in the course syllabus.	Instructor will conduct class in the classroom as printed in the Course Search Tool, Course Bulletin, Student Schedule, or Cycle Flyer. A portion of students may attend remotely via Zoom. Requirements to visually participate via Zoom must be expressed in Course syllabus.	Instructor will present course from preferred location via Zoom. All students will attend remotely via Zoom. Requirements to visually participate via Zoom must be expressed in Course syllabus.	
	Once a course begins, Students will be expected to attend the course in the same format, they will not be allowed to switch between in-person and remote attendance designations without instructor approval. Faculty will publish classroom attendance expectations and manage access to Zoom for remote students in compliance with their stated attendance policies.			

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Course Outline- Schedule	Published in course syllabus. Test dates and major assignment due dates should be published within course outline.	Published in course syllabus. Canvas modules should follow published course outline. Test dates and major assignment due dates should be published within course outline and Canvas course shell.	Published in course syllabus. Canvas modules should follow published course outline. Test dates and major assignment due dates should be published within course outline and Canvas course shell.	Published in Course syllabus and in compliance with the BartOnline Canvas Course Rubric. Test dates and major assignment due dates should be published within course outline and Canvas course shell.
Assignment Submission	Assignment submission can vary by assignment and should be clearly communicated for each submission.	Method of assignment submissions should be published in course syllabus. Instructors must create plan for submission of all assignments that considers remote-student capabilities – consider the "how" of small, in-class assignments.	Method of assignment submissions should be published in course syllabus.	Method of assignment submission should be published in course syllabus in compliance with the BartOnline Canvas Course Rubric.
Test-Taking Policies	As designated by instructor for course – in the classroom, through course shell, in the testing center, etc.	As designated by instructor for the course, test taking policies and practices must be clearly communicated in the course syllabus – including requirements of online proctoring when applicable. Instructors must consider equity in test presentation between in-person students and remote students.	As designated by instructor for the course, test taking policies and practices must be clearly communicated in course syllabus – including requirements of online proctoring when applicable.	As designated by instructor for the course, and in compliance with the BartOnline Canvas Course Rubric, test taking policies and practices must be clearly communicated in course syllabus – including requirements of online proctoring.
Communication with Students	Office hours will be published in Course Syllabus and will include time availability and preferred method of communication and meeting space (in person or remote). Two hours of remote availability per week are encouraged. All email correspondence from student should be answered within 48 hours.	Office hours will be published in Course Syllabus and will include time availability and preferred method of communication and meeting space (in person or remote). Two hours of remote availability per week are encouraged. All email correspondence from student should be answered within 48 hours.	Office hours will be published in Course Syllabus and will include time availability and preferred method of communication and meeting space (in person or remote). Two hours of remote availability per week are encouraged. All email correspondence from student should be answered within 48 hours.	As published in course syllabus and in compliance with the BARTonline Canvas Course Rubric.

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