HYBRID AND ONLINE COURSES

A. Definitions

An **online course** is accessed via the Internet. Students read course materials, interact with instructors and other students via discussion boards, turn in assignments, access web-based learning materials and, in most cases, take tests online. PPCC offers two kinds of online classes:

1. PPCC Online classes follow the standard semester schedule, including drop and withdrawal dates.
2. CCC Online classes include students and faculty from all system colleges. They are offered in both 15-week and 10-week formats. They usually begin one week after PPCC classes, with drop and withdrawal dates adjusted accordingly. A student enrolled in a CCC Online course remains a PPCC student.

A **hybrid course** has a planned reduction in traditional seat time replaced by online and/or televised course activities. The minimum seat time required for a hybrid course is 30%.

B. Guidelines

1. Both PPCC Online and CCC Online classes follow the same state-approved syllabi as their traditional (on campus) counterparts.
2. Both types of on-line courses charge a special tuition rate (see current rate tables on line or contact Enrollment Services) and Colorado residency must be determined, as required.
3. Online sections are treated in the same manner as traditional classes in terms of transferability and eligibility for financial aid.

C. Faculty Training

1. Faculty (both full-time and adjunct) desiring to teach on-line or hybrid courses must complete the PPCC training course EDU 263, “Teaching On-Line” or meet the requirements outlined by the Director of e-Learning and the Academic Deans. This course must be completed prior to or concurrently with their first semester teaching on-line and the student must receive a “B” or better to remain eligible to teach on-line.
2. Tuition for employees and their dependents who are eligible for coverage through the CCCS health benefit program or the state classified health benefit program may be paid by the college through the “Professional Development Tuition Assistance Procedure.” [reference BP 3-60] Individuals are responsible for all fees. Funds annually granted the instructional divisions for “Professional Development” may not be used. The college will only pay once per instructor for this course. The respective Division may pay for required books and materials.