Ivy Tech Community College of Indiana
Academic Support and Operations Manual

POLICY TITLE
Distance Education Course Scheduling

POLICY NUMBER
ASOM 4.5 (formerly APPM 5.1 & 5.2)

PRIMARY RESPONSIBILITY
Faculty and staff with responsibility for building course schedules

CREATION / REVISION / EFFECTIVE DATES
May 2001/Revised June 2012/Effective June 2012; revised Summer 2017/effective immediately

PURPOSE
Ivy Tech utilizes a single, statewide calendar for all distance education courses. Campuses may apply for an exemption to this calendar for their traditional courses – however all distance education courses are to follow the distance education calendar. This policy explains course-specific calendar exception procedures as well as other scheduling considerations for all types of distance courses. This policy also addresses limits to online course section size.

ORGANIZATIONAL SCOPE OR AUDIENCE
All faculty and staff involved in the design and delivery of any type of distance education course

DEFINITIONS
Distance education courses:
This phrase refers to all currently recognized types of distance education courses offered at Ivy Tech Community College, as defined in ASOM 6.10 – Distance Education Course Design and Development. Where a distinction is made for a specific type of course, that course type name will specifically be used in this policy.

POLICY
All distance education courses are to follow the statewide distance education calendar, with the exception of intra-campus two-way and synchronous video courses which may be offered on the Campus’ approved calendar.

Online courses must have no more than 30 students per course section.

PROCEDURE
Distance education courses are scheduled by each Campus/Site primarily to meet the enrollment needs of that Campus/Site. Instructions for creating courses with a Distance delivery method are outlined in the Distance Education job aid for Banner.

While courses are scheduled and maintained by Campuses, the college may undertake efforts to reduce redundancy in course offerings as a means of creating a more efficient delivery system. This may include such activities as reviewing course enrollments at a system-wide level, recruiting faculty through a central pool for the instruction of non-place bound distance courses,
and encouraging cooperation among Campuses to reduce the amount of unused capacity or to facilitate additional sections of high demand courses.

Distance education courses follow a common calendar statewide, regardless of the student’s or faculty member’s campus location. In addition, all distance education courses, regardless of delivery method, are scheduled in Eastern Time. Campuses/Sites which operate in a different time zone or have different intra-term break dates must accommodate students who may need access to the building for video courses earlier or later in the day than normal business hours. In addition, these campuses may need to continue to provide services such as test proctoring and tutoring to their students during campus breaks.

If faculty are teaching both distance education courses and on-campus courses at a Campus or Campuses with calendars that differ from the Statewide Distance Education Calendar, the faculty members are still responsible for conducting all aspects of the distance education course during the on-campus course breaks and vice versa.

For online courses, no assignments or other learning activities may be required during statewide common calendar break dates.

If a Campus wishes to offer a distance education course outside of the common calendar for distance education – with the exception of intra-Campus video or synchronous courses which may be offered on the Campus’s approved alternate calendar without additional exception - they must complete the Distance Education Common Calendar Exception Form (Appendix B) and receive approval of that exception prior to scheduling the course.

**Online Course Section Size**
All online courses (those coded with an I) are limited to a maximum of 30 students in the course. Campuses should take into consideration a variety of factors including, but not limited to, instructor experience, course assignments and activities, and course length when determining the actual course size. However, no online course may exceed 30 students. In the rare instance where an exception to this size is granted, the requesting Campus must complete the Online Section Size Exception Form (Appendix A) and have that approved before increasing the section size to accommodate the student.

**REFERENCES**
6.10 - Distance Education Course Design and Development https://www.ivytech.edu/files/6.10-distance-education-course-design-and-development.pdf

**RESOURCE PERSON**
Executive Director, Center for Instructional Technology
Online Section Size Exception Form

An exception to the 30 student maximum section size in online courses will only be granted in rare instances of College error or extreme extenuating circumstances. Submit forms to the Center for Instructional Technology at c4it@lists.ivytech.edu.

Campus: ___________ Course ID: ___________________ Section No.: __________

CRN: _______________ Term: _______________

Course Length: __ 4 wk __ 8 wk __ 12 wk __ 16 wk __ Other (specify): ______________

Course Start Date: ___________________ Course End Date: ______________________

___ I have verified that no other sections of this online class have open capacity. (If other sections do have open capacity and an exception is still being requested, this must be explained below).

Reason for request for exception (attach documentation as needed):

___________________________________

Vice Chancellor for Academic Affairs Date

This section will be completed by the Center for Instructional Technology

___ Request Approved __ Request Denied

Executive Director, Center for Instructional Technology or Designee Date

Denial Reason:
Appendix B

Distance Education Common Calendar Exception Form

Exceptions to the common calendar for distance education will only be granted in rare instances of College error, extreme extenuating circumstances, or pedagogical circumstances which make the exception necessary. Campuses should complete the form and receive the approval of the exception prior to allowing enrollment in the course in Banner. Forms may be submitted by email, but must come from the Vice Chancellor for Academic Affairs if submitted by email. Scanned/emailed forms with signature are also permitted. Submit forms to the Center for Instructional Technology at c4it@lists.ivytech.edu.

Campus: Section No.: CRN:
Term: Year:

Course Length:
Proposed Course Start Date:
Proposed Course End Date:
Proposed Break Dates:
Reason for request for exception (attach documentation as needed):

Special Exception Requests (e.g. exceptions for multiple semesters or ongoing exception should be explained here):

________________________________________________________________________

________________________
Vice Chancellor of Academic Affairs
Date

This section will be completed by the Center for Instructional Technology

____ Request Approved

____ Request Denied

________________________________________________________________________

________________________
VP, Academic Innovation and Support or Designee
Date

Denial Reason: