



**1. PURPOSE:** The purpose of this document is to ensure consistent language and Student Information System (SIS) coding that aligns with our institutional accreditors (WSCUC), federal government reporting (IPEDS), and state requirements. This document articulates definitions for terms related to both distance education programs and courses and identifies the appropriate coding in Banner. When definition sources (e.g., IPEDS, WSCUC) differed, the more restrictive version was used to develop these terms and definitions. Some academic units may have additional reporting requirements and may create a crosswalk to the terms defined in this document; however, the following terms and definitions should be used at the institutional level.

**2. TERMS AND DEFINITIONS FOR DISTANCE EDUCATION**

<b>Term</b>	<b>Definition</b>
Distance education	Distance education (DE) is education that uses an electronically mediated platform to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously (IPEDS, n.d.).
Distance education program	An educational program in which 50% or more of the program is offered through distance education or is electronically mediated <sup>1</sup> . There are two different types of DE programs at USD: <ol style="list-style-type: none"> <li>1. 100% asynchronous - all contact hours are asynchronous</li> <li>2. Synchronous – some portion of contact hours occurs at regularly scheduled times</li> </ol>
Distance education course	A course in which 100% of the instructional content is delivered via an electronically mediated platform. Any on-site course components are non-instructional (e.g., orientation, testing, academic support, practicum, residency, internship, etc.) (IPEDS, n.d.). At USD, we use contact hours as the measure of instructional content.
Synchronous course delivery	A DE course delivery method where some portion of course contact hours occurs at regularly scheduled times via an electronically mediated platform. <b>For example, a 3-credit course with 1.5 weekly contact hours delivered through Zoom and the remaining 1.5 weekly contact hours delivered asynchronously.</b>
Asynchronous course delivery	A DE course delivery method via an electronically mediated platform where the student completes course material at their own pace with no regularly scheduled class times and no scheduled interaction with the instructor. <b>For example, a 3-credit course delivered completely through Canvas with no regularly scheduled contact hours.</b>
Contact hours	The amount of required, planned synchronous meeting/instructional time for the instructor and students enrolled in the course.
On-site	Interaction between the student and instructor is taking place on WSCUC approved locations (e.g., the USD Main or Law campus).

<sup>1</sup> Because WSCUC uses a 50% DE threshold for determining if a program requires substantive change screening (WSCUC, 2024), we are using 50% as the threshold for defining a DE program.



Term	Definition
Faculty Initiated Regular and Substantive Interaction (FIRSI)	<p>Faculty engage students in regular (e.g., predictable and scheduled) and substantive interaction through teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:</p> <ol style="list-style-type: none"> <li>1. Providing direct instruction;</li> <li>1. Assessing or providing feedback on a student's coursework;</li> <li>2. Providing information or responding to questions about the content of a course;</li> <li>3. Facilitating a group discussion regarding the content of a course; or</li> <li>4. Other instructional activities approved by WSCUC or a program accrediting agency.</li> </ol> <p>USD ensures regular interaction between a student and an instructor(s) prior to the student's completion of a course by:</p> <ol style="list-style-type: none"> <li>1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course; and</li> <li>2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student (WSCUC, 2023)</li> </ol>
Academic Engagement	<p>Academic Engagement requires active participation by a student in an instructional activity related to the student's course of study that</p> <ol style="list-style-type: none"> <li>1. Is defined by USD in accordance with any applicable requirements of its State or accrediting agency;</li> <li>2. Includes, but is not limited to:               <ol style="list-style-type: none"> <li>1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, on-site or via distance education, where there is an opportunity for interaction between the instructor and students;</li> <li>2. Submitting an academic assignment;</li> <li>3. Taking an assessment or an exam;</li> <li>4. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;</li> <li>5. Participating in a study group, group project, or an online discussion that is assigned by the institution; or</li> <li>6. Interacting with an instructor about academic matters (WSCUC, 2023).</li> </ol> </li> </ol>



**3. BANNER CODING - PROGRAMS:**

Program codes in Banner, define the combination of Level, Campus, College, and Degree. The general structure of the program code is:

<Degree><College/School>

Programs which are DE have the addition of ‘-OL’ after the general program code.

For the campus portion of the program structure, programs which are primarily delivered with on-site meetings at a specified location use one of the defined campus codes such as:

1. M: Main Campus, classes are on the USD facilities
2. L: Law Campus, classes are on the USD Law facilities

For DE, the program/campus code combination indicate the general type of program:

<b>Program Type</b>	<b>Program Type Description</b>	<b>Campus Code</b>	<b>Program Code</b>
DE 100% Asynchronous	100% DE and Asynchronous Course Delivery	OLP	XXXX-OL
DE Synchronous	DE and Synchronous Course Delivery	WEB	XXXX-OL

#### 4. BANNER CODING - COURSES (Catalog):

The fields used at the course level are:

- **Schedule Type:** The PRIMARY delivery method for the course (not the individual meetings). Values are:
  - o On-site (The instructor is **NOT** separated from the student):
    - L – Lecture
    - B – Lab
    - C – Lecture/Lab combination
    - I – Independent Study
    - A – Research
  - o Distance Education (The instructor **IS** separated from the student):
    - W – DE, Synchronous: The course is 100% DE and scheduled for synchronous delivery
    - 0 (Zero) – DE, Asynchronous: The course is 100% DE and scheduled for asynchronous delivery
  
- **Instructional Method:** is tied to the schedule type and indicates the delivery method for that schedule type. Note, that a course may offer multiple schedule/instructional relationships but a section will only use one of the available combinations. This might be used if a course is going to be offered, in different sections, as both in an on-site and DE mode. The available values are:
  1. TR – Traditional – Classroom meetings.
  2. DEAS – DE, Asynchronous: Course is 100% asynchronous delivery (Sections WILL NOT have meeting patterns).
  3. DESY – DE, Synchronous (Sections WILL have meeting patterns)

## 5. BANNER CODING - SECTIONS:

The fields used at the section level are:

- **Schedule Type/Instructional Method:** This must be one of the options provided for at the course/catalog level.
- **Campus:** This indicates where/how the majority of the program's courses will be offered. Generally, unless the section is a study abroad course the values would be:
  - M – Main Campus
  - OLP – Online Program-OLP Asynchronon: Program is 100% asynchronous
  - WEB – On-line-Synchronous: Used for DE with synchronous delivery
  - INO – India Online Campus (these are a special case for PCE and SMSE graduate programs)

Sections then may have one or more Meeting Patterns (Meeting Type, Day/Times, Building, Room):

- **Meeting Type:** Indicates how this meeting pattern for the section will be offered:
  - o On-site options:
    - CLAS – Classroom
    - LAB – Classroom in a lab
    - CLAB – Classroom in a computer lab
    - OFF – Off Campus, generally used for recreational classes using off campus facilities
  - o Distance Education Options:
    - WEB – Web - Delivery will be via an electronically mediated session
- **Day/Times:** Used for on-site and synchronous meeting types.
- **Building/Room:** This is either the USD building or for DE sections, the building will be 'ZOOM' or 'CANVAS' (for Canvas)

**Part of Terms (a segment of term that has common start and end dates and grading cycles):**

- All part of term codes can be used with any modality of courses.
- Exception: OL0, OL1 and OL2 should only be used for PCE degree courses that follow the 7-week format. They should NOT be used by other degree programs.



The following table may be used as an aid to coding DE sections:

<b>Distance Education Courses</b>					
<b>Course Type</b>	<b>Course Type Description</b>	<b>Campus Code</b>	<b>Instructional Method Code</b>	<b>Schedule Type Code</b>	<b>Meeting Type Code</b>
DE 100% Asynchronous	100% Asynchronous Course Delivery	OLP	DEAS	0	ASYN
DE Synchronous	100% DE and Synchronous Course Delivery	WEB	DESY	W	WEB

For the meeting patterns we have added the following codes for Building/Room so that the students may see the type of delivery:

<b>Meeting Type</b>	<b>Building</b>	<b>Room</b>	<b>Notes</b>
WEB	ZOOM	MEETING	Days/Times should always be specified
ASYN	CANVAS	CONTENT	No Days/Times will be entered

Some examples of how this will appear in the section search for students are below (note: these are samples from our test system and may not reflect actual sections):



**6. EXAMPLES OF DE SECTIONS AS SHOWN IN “SECTION SEARCH” IN BANNER**

**100% Asynchronous section:**

Student • Registration • [Select a Term](#) • Browse Classes

**Browse Classes**

Search Results — 2 Classes  
 Term: Fall 2023 Subject: Education Course Number: 601 Search Again

Title	Subject Description	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus
Critical Social Theory an... Distance Ed - Synchron...	Education	601	01	3	4118	Fall ...		S M T W T F S - Type: Distance Ed Asynchronous Building: Canvas Room: CONTENT Start Date: 08/30/2023 End Date: 12/11/2023	Online program

**100% Synchronous section:**

Student • Registration • [Select a Term](#) • Browse Classes

**Browse Classes**

Search Results — 1 Classes  
 Term: Fall 2023 Subject: Leadership Studies Course Number: 540 Search Again

Title	Subject Description	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus
Introduction to Restorati... Distance Ed - Synchron...	Introduction to Restorative Leadership Studies	540	01	3	2045	Fall ...	Karp_David_R (Pri...	S M T W T F S 09:05 AM - 10:50 AM Type: Web Building: Zoom Room: MEETING Start Date: 08/30/2023 End Date: 12/11/2023	On-line



**7. CODING FOR INDIA ONLINE PROGRAMS AND COURSES (Using External Partner)**

Programs include three MS programs offered through Shiley Marcos School of Engineering (SMSE) and one program offered through Professional and Continuing Education (PCE), all programs are 100% asynchronous:

1. MS in Applied Artificial Intelligence (SMSE)
2. MS in Applied Data Science (SMSE)
3. MS in Cyber Security Engineering (SMSE)
4. MS in Cyber Security Operations and Leadership (PCE)

The campus code on the SOACURR record should be blank. Applications for these programs are managed by an external partner and application data are loaded to Banner through an interface. The INO campus code is loaded to SAAADMS during the interface. The campus code rolls to SGASTDN.

The **program codes** used for these programs are:

1. MSEN-GBL-OL – for the programs offered through SMSE
2. MSPCE-GBL-OL – for the programs offered through PCE

The following table may be used as an aid to coding sections in these programs:

<b>Course Type Description</b>	<b>Campus Code</b>	<b>Instructional Method Code</b>	<b>Schedule Type Code</b>	<b>Meeting Type Code</b>
100% Asynchronous Course Delivery	INO	DEAS	0	ASYN

For the meeting patterns we have added the following codes for Building/Room so that the students may see the type of delivery:

<b>Meeting Type</b>	<b>Building</b>	<b>Room</b>	<b>Notes</b>
ASYN	CANVAS	CONTENT	No Days/Times will be entered

**8. EXAMPLES - USD PROGRAMS WITH BOTH DE AND ON-SITE COMPONENTS****MS, SUPPLY CHAIN MANAGEMENT**

The MS, Supply Chain Management program contains both DE and on-site components. The Fall and Spring semesters include a one-day residency at USD at the beginning of the semester which is the on-site component. All other instruction and learning is DE asynchronous.

Because more than 50% of the program is delivered via DE, the program is a DE program. Even though there are on-site residency components of the program, they constitute less than 50% of the program.

The on-site, one-day residency would be coded as an on-site course and the remaining courses as DE courses.

**EDD, ORGANIZATIONAL LEADERSHIP**

The EdD in Organizational Leadership program contains both DE and on-site components. There are two on-site residencies at USD and the remaining instruction and learning occurs synchronously via DE.

Because more than 50% of the program is delivered via DE, the program is a DE program. Even though there are on-site residency components of the program, they constitute less than 50% of the program.

The on-site residencies would be coded as on-site courses and the remaining courses as DE courses.

**MSN, CLINICAL NURSE SPECIALIST**

The MSN, Clinical Nurse Specialist provides students enrolled in the DE version of the program the flexibility to attend class meetings on-site, synchronously via Zoom, or to learn asynchronously. Students enrolled in the on-site version of the program must attend class meetings on-site for each class meeting. The program is designed this way to provide flexibility and because U.S. Non Resident students and students receiving military financial aid must attend

courses on-site to maintain their financial aid. The DE version of the program is designed in collaboration with Professional and Continuing Education and the Learning Design Center to meet the standards of a DE asynchronous program.

The program has a clinical placement requirement; students must complete 500 hours working in a clinical placements, including students learning from outside of California - USD's home state. Non-California residents complete their clinical placement in their home state and to do so, USD must secure authorization from each state where clinical placements take place. This requires coordination with the Director, Online Degree Planning and Operations.

The School of Nursing and Health Science works with students from the time of application and through regular advising to ensure students enroll in the correct version of the program based on the location they are learning from (must be in a state USD has authorization from) and any financial aid requirements.

To accommodate the flexibility of this program, two versions of the program are created in Banner and students enroll in either the on-site or DE version of the program. The DE version of the program is DE because students can complete more than 50% of the program via DE.

On-site courses are coded as on-site and DE courses are coded as DE.

### References

IPEDS. (n.d.). *Distance Education in IPEDS*. National Center for Education Statistics. <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>

WSCUC. (2024, February). *WASC Senior College and University Commission Substantive Change Policy*. - <https://wascsenior.app.box.com/s/bwdg4sewuekm4uadhffq>

WSCUC. (2023, April). *WASC Senior College and University Commission Distance Education Review-Team Report Appendix*. - <https://wascsenior.app.box.com/s/kwz8nqyiwpv6xsrp4jrk>