

Zane State College
Online/Flex Course Policy

Course Delivery Definitions

Zane State College offers courses in the following delivery modes. Please note that for all types, physical materials such as textbooks and lab materials may be required.

1. **Traditional (TR)** – This is a course taught in the traditional face-to-face format. Such courses will still utilize technology, such as online resources and activities, but these activities are not meant to replace in-class attendance.
2. **Blended (BL)** – A blended course is defined as any course that replaces 30% to 90% of in-class attendance time with online activities.
3. **Online (OL)** - An online course utilizes the Internet to deliver course content and assessment/testing completely online. Communication between students and faculty is also conducted online, and the class does not generally meet in person.
4. **Video Conference (VC)** – This is a course that allows two or more locations to communicate simultaneously by two-way video and audio transmissions.
5. **Flex (FX)** – A Flex course makes live classes available to students through video streaming. This gives students some flexibility with attendance, at the instructor’s discretion.

Policy for Online/Flex courses

Students:

1. When considering a decision to take an online or Flex class through Blackboard (Bb), the student should weigh their ability to work independently.
2. Online and Flex courses have the same academic expectations as face-to-face courses at Zane State College. Policies and procedures regarding adding, dropping, withdrawal, and the pass/fail grade options are identical. Zane State College applies these courses towards student GPA and graduation requirements in the same way that Zane State face-to-face courses apply.
3. Students who wish to take online or Flex courses must have regular access to a computer with a reliable, high-speed internet connection. Students are expected to log into Bb and Zane State College email on a daily basis to check for announcements and emails. Students must have regular and reliable access to the internet using a laptop or desktop computer manufactured in the past five years. It is required that students have Microsoft Windows or Apple MACOS operating systems. Microsoft Office may be required for submission of student assignments on Bb. Individual courses may require students to have additional software; these requirements will be listed on the course syllabus.
4. A final grade will be submitted to MyZSC by the faculty of record by the stated deadline. The deadlines are stated on MyZSC.