



Section Instructional Format Definitions and Information

The instructional format for all credit bearing courses shall be categorized based upon the mode(s) of delivery and interaction between students and instructors. Most sections require the instructor to enter this information. The first instructor to enter grades for a section with multiple instructors will be required to enter this information. Once submitted, the Instructional Format has been set for the term; it may not be updated via the Grade Submission site. For questions or issues, please contact Classroom Scheduling at roomscheduling@colostate.edu.

The categories of instructional format shall be as follows:

1. **Face to Face (FTF):** Instructors interact with students in the same physical space for 75% or more of the instructional time.
2. **Mixed (Hybrid) Face to Face (Mixed FTF):** Instructors interact with students in the same physical space for 25% or more but less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education.
3. **Distance:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and use one or more forms of distance delivery to support regular and substantive interaction with students (who are not in the same physical space as the instructor), synchronously or asynchronously.
4. **Correspondence:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and interact with students through mail or electronic interface (typically self-paced). This type of instruction differs from distance education because interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student.
5. **Independent/Directed Study:** Instructors interact with students through a flexible format.