DEFINITIONS OF FACE-TO-FACE, HYBRID, AND ONLINE MODALITIES

Polytechnic University offers academic courses in three (3) standard modalities: a) face-to-face, (b) hybrid, and (c) online. The following are the official definitions for each instructional modality.

a. **Face-to-Face (F2F) Courses** are taught in a traditional classroom environment wherein the instructor and the students are not separated by geographic space or time. Although the course is taught in a classroom, the Learning Management System (LMS) is part of each course. Students refer to the course site for the syllabus, posted assignments, grades, and other material determined by the faculty to be part of the course. Face-to-face courses are numerically coded with sections identified by numbers 01, 02, 21, 22……, etc.

b. **Hybrid Courses** integrate face-to-face and online learning activities supported by the LMS. The hybrid courses have significantly reduced classroom seat time, amounting to at least 50% of the course time stated in the Institutional Catalog. Students should be prepared to do more work through the LMS to compensate for the reduced classroom seat time. Online instruction plays a vital role in these courses. These course section codes are identified by numbers: MH, TH, WH, etc.

c. **Online Courses** do not require students to attend any activities in person. Learners access asynchronous instructional resources and activities through the official LMS. Online courses require significant self-motivation and familiarity with technology. The course section codes are identified by numbers: 80, 81, 82, etc.

It is challenging to offer face-to-face courses during emergencies caused by natural disasters (such as hurricanes and earthquakes) and public health issues (such as epidemics or pandemics). As a result, the institution may be forced to shift its hybrid and face-to-face course offerings to **remote synchronous course** offerings. Synchronous virtual/online courses are delivered through the LMS.

Hybrid and face-to-face courses that shift to remote synchronous instruction require students to meet virtually and simultaneously at the specific class schedule (days and hours) established for the hybrid or face-to-face course during the official registration period. Once the emergency is over and the necessary conditions arise (security and services as determined by the governmental and institutional authorities), synchronous meetings will change/shift to hybrid and face-to-face meetings.

No teacher shall alter the official instructional modalities as defined in this document.

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1 Blackboard Enterprise