



College Guideline: CCD-INST-22
Title: Online and Hybrid Learning

Title: Online and Hybrid Learning

Guideline: INST-22

Date: 8/5/2025

Approved by:

Purpose

The purpose of this guideline is to provide faculty and staff with guidance on ensuring Community College of Denver's (CCD) online and hybrid courses meet the requirements for contact hours.

Process

- **Determining Effectiveness of Online and Hybrid Learning**
 - Faculty design online courses based on the established learning outcomes of the Colorado common course numbering system that are standard for all coursework at CCD. All online and hybrid courses taught at CCD are required to use a learning management system (LMS) approved by CCD for this use. The courses are evaluated by chairs or trained faculty annually, and students evaluate these courses in the same manner as any other modality. Courses are benchmarked against their on-ground counterparts, and equivalency in learning outcomes is the goal.
 - All faculty who teaches in these modalities are selected by the relevant chair within their department. Chairs will ensure that on-line and hybrid courses are observed in the same cycle as all other courses. Faculty teaching online and hybrid must complete Online Basics through the Teaching Learning Center (TLC) or exempt out by demonstrating they have met the competencies of the training prior to teaching online or hybrid courses. To continue teaching online, faculty must complete Advanced Online within three years of completing Online Basics.
- **Substantive Engagement**

To comply with Department of Education Distance Learning Regulations, faculty must engage in two forms of regular and substantive online interaction with students weekly. Substantive engagement is defined as



College Guideline: CCD-INST-22
Title: Online and Hybrid Learning

- Providing direct instruction
- Assessing and providing feedback on student work
- Facilitating a group discussion regarding the content of a course or competency
- Actively leading labs, simulations, guided readings, or projects.

Annually, the TLC will review forty randomly selected online courses to evaluate that regular and substantive engagement is occurring at CCD.

- **Communication of Expectations to Students**

Students must be clearly told about class expectations prior to registering for the class. That includes information about any on-ground components to the class, or proctored events that occur during the class. This information is given to the student in two ways: A section note is attached to the class that identified any on-ground or proctor requirements, and CCD's [Learning Options webpage](#) lists what courses require these tools.

- **Contact to Credit Hour – Learning Time**

- Faculty at CCD have determined that for every credit hour earned, a student should put forth 50 hours of Carnegie Unit time of effort in developing mastery over the material. This is a combination of in-class (discussions, projects) and out-of-class (reading, homework) work. This has formed the basis of all CCD work in developing contact hour/credit hour decisions. This determination is supported by both the Federal Credit Hour Definition and the Colorado Department of Higher Education base contact hour requirements.
- For each credit of online work, students should be expected to complete 50 hours of time on task. This time includes learning activities inside and out of the LMS.
- The following chart shows the expected time on task in online and hybrid courses based on credit hours

Credit Hours	Time on Task
1 Credit	50 hours
2 Credits	100 hours
3 Credits	150 hours
4 credits	200 hours
5 credits	250 hours



College Guideline: CCD-INST-22
Title: Online and Hybrid Learning

- Time on task will be tracked using the [Wake Forest Workload Estimator 2.0](#)

Violations of the College Guideline

Violations of the guideline will be investigated by the Provost and Vice President of Academic Affairs, Vice-President of Student Services, Chief Financial Officer and Vice President of Administration, or the Vice-President of Human Resources as applicable to the area of oversight.

Violations of the guideline may result in disciplinary action up to and including termination or expulsion from the college, as applicable