

FULL SEMESTER COURSE FORMATS

Hybrid (designated HB):

Hybrid courses provide students with the opportunity to attend classes on campus or participate remotely. Students who attend class remotely must log in at the designated course day and time (Eastern Standard Time). For additional information on how to participate remotely, please visit the [ATC's website](#). International students should refer to the distance learning and online course policy available on the [CISS website](#). There are strict guidelines regarding distance learning.

* Please note that only HFOL and HFCA students may attend HF courses remotely. All other students enrolled in HF classes must attend these hybrid classes in person unless they have Program Director approval.

In-Classroom (designated 100, 200):

Students must attend in-classroom full semester courses in person. These courses are not taped. In general, full semester courses meet once a week for 15 weeks in the fall and spring, typically from 5:00pm-7:20pm or 7:30pm-9:50pm. Full summer semester courses meet one night per week 6:00pm-9:30pm for 10 weeks.

CONDENSED COURSE FORMATS

One-Week Intensive (designated 1IN):

One-week intensive courses meet from 9am-5pm each day over a five day period (typically Monday-Friday or Tuesday-Saturday) in January, May or June. Most require a pre-session from 5:30pm-7:30pm on a Friday evening prior to the first class and many require a paper or final project due after the final class. Students are required to attend these classes in person at Bentley unless noted otherwise.

Executive (designated EX or CA):

Executive format courses meet from 9am-5pm over 5 weekend days with course work in between the weekend meetings. The first weekend is typically a Friday, Saturday and Sunday followed by another Friday and Saturday a few weeks later. Courses designated CA are held in California and the EX courses are held on our Bentley campus in Waltham.

ONLINE COURSES

Students participate in online course discussions, work on group projects and keep current on assignments through an online course portal. Video lessons are posted online along with all other assignments and projects. While students may participate on their own schedule, they must meet course assignment deadlines. The content and learning objectives for these courses are the same as our hybrid and in-classroom courses.

International students should refer to the distance learning and online course policy available on the [CISS website](#).

There are two online course formats:

Three-Four Week Intensive (designated AL1):

Three or Four Week Intensive courses are offered in a primarily **asynchronous** (online) environment except for three weekend days. Students meet in person at Bentley University from 9:00am-5:00pm on specified dates, usually a Saturday through Sunday and another Saturday.

While it is preferred that students attend these weekend sessions in person, those who are unable to do so may participate remotely at the same time the sessions are scheduled using [Zoom](#).

Six Week Online Class (designated AL1):

Six week online courses are offered in an **asynchronous** (online) environment. Professors may choose to hold three **synchronous** meetings in which students participate remotely at the designated time via [Zoom](#).

GLOSSARY OF TERMS

Asynchronous – These are online courses where students can log in on their own schedule within a weekly Monday- Sunday format.

Hybrid – A hybrid course provides students with the opportunity to attend classes on campus or online. Students who attend class remotely have to log in at the designated course day and time (EST). A hybrid course is labeled with the letters HB after the course designator and number; for example, GR 525 *HB1*.

Synchronous – Similar to hybrid, students who attend a synchronous session participate remotely on the scheduled date and time (EST).