Distance Education Policy
Policy adopted by Senate, April 6, 2000; Revised April 7, 2009, Revised May 6, 2014

Hybrid, Online, and Intercampus Classes:
Definitions and scheduling

1.0 Hybrid, online, and intercampus classes involve a formal educational process in which student and instructor are not necessarily in the same physical location, but interact in a synchronous or asynchronous manner through technology. Classes in which 20% to 50% of the scheduled sessions are conducted through this process are defined as hybrid. Classes in which greater than 50% of the scheduled sessions are conducted through this process are defined as online. Classes in which the instructor is located on one SDSU campus and interacts with students on another SDSU campus shall be defined as intercampus; such intercampus classes shall be arranged through consultations between the instructor and the appropriate personnel on each campus. For all three class modes, any required synchronous interactions (e.g., weekly sessions, aperiodic examinations, capstone presentations) shall be clearly established in the official schedule of classes with respect to specific dates, days, times, and locations as appropriate.

2.0 The following guidelines shall apply to new hybrid and online classes.

2.1 The initial offering of a given course by a given instructor in hybrid and online modality shall be established through consultations between the instructor of record, the department chair, the college curriculum committee, and the associate dean of the college. An example "Initial Offering of Hybrid or Online Class" form to facilitate such consultations may be found in the Curriculum Guide. Each college shall establish and disseminate specific policies, expectations, and timelines for the submission and approval of such hybrid/online courses and instructors. Proposed hybrid/online course instructors pairings that have not been previously approved through the college's established process may be removed from the schedule of classes by the Dean's office.

2.2 Hybrid and online classes shall be so identified in the official schedule of classes, which shall notify students of any required participation in synchronous class activities beyond those session times indicated in the schedule of classes.

2.3 The schedule of classes shall notify students of any

software and hardware required for participation in class meetings taking place when the student and instructor will not be in the same physical location.

2.4 Ownership of materials, faculty compensation, copyright issues and the use of revenue derived from the creation and production of hybrid and online classes, including software, or other media products shall be in accordance with the policy on Intellectual Property.

2.5 Regardless of the modality in which they are offered, classes should be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes with other classes bearing the same department code, number, and course title. Courses shall meet all the standards set forth in the Curriculum Guide regardless of their modality.

2.6 Students enrolled in hybrid and online classes shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

Learning Mode Categories and Values

Fully-Online

A01 = Section is taught exclusively online and can be accessed at any time from any location, with no on-campus or face-to-face meetings. In addition to learning mode code we use DE footnote. AB386

S02 = Section is taught online at a specifically scheduled time and web location. Students must sign into a virtual classroom, web site, or chat room at a specified time, no on-campus or face-to-face meetings. In addition to learning mode code we schedule meeting times and days into the section record and use DE footnote and department numeric footnote to give additional details. AB386

S10&A10 = Synchronous & Asynchronous hybrid. Synchronous instructional course section can be offered anywhere (no campus meetings) with asynchronous instructional course section can be offered anywhere (no campus meetings). The synchronous segment should always be in the first resource row for S10/A10 sections and include meeting times and days. AB386

Online, Up To 3 Campus Meetings

A03 = Section is taught online and can be accessed at any time from any location, with up to three special face-to-face meetings scheduled on-campus for class orientation, midterms, finals, etc. (per Federal Distance Education guidelines

and definitions). In addition to learning mode code we use DE footnote and department numeric footnote to notify students of special meeting dates, times, and locations. Federal Distance Education

S04 = Section is taught online at a specifically scheduled time and web location with up to three special face-to-face meetings scheduled on-campus for class orientation, midterms, finals, etc. (per Federal Distance Education guidelines and definitions). In addition to learning mode code we schedule meeting times and days into the section record and use DE footnote and department numeric footnote to give additional details and to notify students of special meeting dates, times, and locations. Federal Distance Education

S11&A11 = Synchronous & Asynchronous hybrid. Synchronous instructional course section (orientation, mid-term, final campus meetings allowed) with asynchronous instructional course section (orientation, mid-term, final campus meetings allowed). The synchronous segment should always be in the first resource row for S11/A11 sections and include meeting times and days. Federal Distance Education

Hybrid, Online and Face-To-Face

A05 = Hybrid/blended. One segment of the section taught face-to-face in the classroom, another taught exclusively online. All resource rows are coded with learning mode A05. The face-to-face segment should always be in the first resource row and include meeting times and days. In addition to learning mode code we use BL footnote and department numeric footnote to give additional details.

S06 = Hybrid/blended. Section has both a face-to-face (live instructor) component and a synchronous online (simultaneous remote broadcast) component with students either physically attending the live instructor component or, instead, receiving the simultaneous broadcast. All resource rows are coded with learning mode S06. The face-to-face segment should always be in the first resource row and include meeting times and days. In addition to learning mode code we use BL footnote and department numeric footnote to give additional details.

Face-To-Face

F09 = Section is taught on campus, in a classroom, face-to-face.