

San Diego State University
Excerpted from the SDSU Policy File

Full text: <https://newscenter.sdsu.edu/universitysenate/images/2011finalrev.pdf>

Classes and Courses, Hybrid, and Distance Education

- 1.0 Distance education shall be defined as a formal educational process in which the primary instructional interaction occurs when student and instructor are not in the same physical location. Such instruction may be synchronous or asynchronous. Distance education may include audio, video or computer technologies. A hybrid class shall be defined as any class in which 20% to 50% of scheduled class sessions are conducted by means in which student and instructor are not in the same physical location. Classes that exceed this 50% limit shall be considered (DE) classes.
- 2.0 The following guidelines shall apply to new hybrid education and distance education courses.
- 2.1 Hybrid and distance education classes shall be offered following consultation with the department chair and relevant departmental bodies.
- 2.2 Hybrid and distance education classes shall be so identified in the official schedule of classes, which shall notify students of any requirements for participation in synchronous class activities outside class session times indicated in the schedule.
- 182.3 The class schedule 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 distance education courses, including software, or other media products shall be in accordance with the policy on Intellectual Property.
- 2.5 Regardless of how 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 offered via Distance Education shall meet all the standards set forth in the Curriculum Guide.
- 2.6 Students enrolled in distance education courses 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.
- 3.0 New Distance Education Programs
- 3.1 Programs in which fifty percent or more of the coursework is delivered online shall meet the substantive change requirements related to distance education programs as established by the Western Association of Schools and Colleges (WASC).

Courses: Hours and Preparation

- 1.0 An undergraduate course shall meet for the required number of hours and shall offer an opportunity to prepare, to study, and to cogitate for the required hours, as stated in the General Catalog.
- 202.0 A unit credit hour shall represent 50 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of 15 weeks. Two credit hours of activity (e.g., in Exercise and Nutritional Sciences) or three credit hours of laboratory (e.g., in Physics) shall be considered equivalent to one credit hour of lecture.
- 3.0 A course offered in a term of less than 15 weeks shall contain the same contact hours, preparation time, content, and requirements as the same course offered over a 15-week semester.
- 4.0 The approval of the department, school, or program and of the college dean shall be required to schedule all short-term or weekend courses.
- 5.0 One-unit courses scheduled on consecutive days shall not be scheduled for less than four consecutive calendar days.