

## **Online and Hybrid Courses Policy**

(Approved May 6, 2011, Revised October 4, 2011)

This policy defines and identifies online and hybrid courses. In recognition of the rapid pace of technological development and the increased interest across the CSU and state as it relates to online learning, the Academic Technology Committee shall review these definitions at three-year intervals for as long as the Senate Executive Committee deems that such reviews are needed. Descriptions of online and hybrid courses should be inserted in the university catalog as part of the course numbering systems and types of courses. Courses listed in the Schedule of Classes should carry appropriate tagging to identify the presentation format being utilized. Details of online and/or CSUN campus meetings should be available in the course notes for a class and in the syllabus.

### **Definitions:**

1. A Fully Online Class is an online course offering in which **all** class sessions and exams are presented in an online environment. If a course meets at a specified time online, the course should list the day of the week and time in the Schedule of Classes. Fully online courses have no on campus meetings.
2. A Campus Online Class is an online course offering in which **most** class sessions are presented in an online environment. Any face-to-face meetings are usually for activities such as orientation, special in-class presentations, exams, or other in-class proofs of competency.
3. A Hybrid Class is a course offering in which students attend class sessions on campus and in an online environment. The class typically meets **approximately** half online and half on campus.
4. A Traditional Class is a course offering in which **all or most** of the class sessions take place on the CSUN campus. Most CSUN courses make use of some web-based tools to supplement or enhance a course, so even a traditional class may include online components and activities (e.g., view a syllabus, take quizzes/exams, participate in discussions).