

Senate Policy 25-26 Policy on Learning Modes

Motion: To approve the Policy on Learning Modes

Passed at the May 11, 2026 meeting of the Academic Senate

Approvals:



[Christina Smith \(Jun 13, 2026 10:35:17 PDT\)](#)

Christina Smith, PhD
Chair, Academic Senate

06/13/2026

Date



Sue Andrzejewski, PhD
Interim President

06/22/2026

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Policy Number: SP 25-26

Approved By: Academic Senate

Effective Date: Fall 2026

DATE: May 11, 2026

Total Pages: 14

Approved By: Sue Andrzejewski, Interim President

Policy on Learning Modes

Appendix – Scheduling codes, definitions and student view

PURPOSE:

This Policy Supersedes SP 12-08 Policy for Listing of Online Course offerings; and Section 2 of SP 14-14 Policy for On-line Teaching and Learning

This policy establishes the modes of instruction for course offerings at CSU Channel Islands and defines their characteristics to ensure consistent and accurate representation in the Schedule of Classes.

APPLICATION:

All courses, scheduling and CSU reporting

RATIONALE:

This policy is intended to align CSUCI scheduling practices with systemwide California State University (CSU) requirements, Western Association of Schools and Colleges Senior College and University Commission (WSCUC) standards, and Academic Planning Database (APDB) mandatory reporting definitions. Current campus policies and practices governing course scheduling, instructional modes, and reporting do not consistently align with CSU definitions, compliance expectations, and student experiences. This misalignment creates inconsistencies in academic planning, institutional reporting, and accreditation documentation. Additionally, inconsistent terminology used in the course schedule can create confusion for students when selecting courses. Establishing a unified policy ensures consistent wording in course listings, accuracy in APDB reporting, and alignment with CSU and WSCUC requirements, while promoting transparency, consistency, and accountability in instructional scheduling practices across the campus.

IMPLEMENTATION NOTES:

The *In Case of Disruption* portion of the syllabus communicates about how unplanned events may briefly change the course modality (e.g. an instructor illness). Faculty accommodation requests through Human Resources provide a mechanism to temporarily change the modality of a course for longer durations (e.g. a faculty may break a leg and not be able to drive to offer an in-person class for 8 weeks). Faculty have the ability to deliver a course using a combination of face to face and online modalities, but such a course needs to be labeled as a hybrid course and students need to be informed about modalities in advance at the beginning of each semester.

DEFINITIONS:

APDB Code/Learning Mode: A set of descriptions of how a class can be taught that have been established by the CSU Chancellor's Office.

APDB Data Element Dictionary reporting requirements set by the Chancellor's Office and published in the CalState.edu web site material.¹

- 01 Asynchronous 24/7 web delivered instruction with no intermittent face to face meetings with students throughout the term
- 02 Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times with no face to face meetings with students throughout the term
- 03 Asynchronous instructional delivery course section which includes very limited specific date face to face or synchronous meetings for orientation and/or mid-term and/or final exam and/or rare single date class meetings for other purposes.
- 04 Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times with INTERMITTENT (days/times vary and less frequent than biweekly) face to face meetings for one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content.
- 05 Hybrid combination of face to face and asynchronous 24/7 web delivered instruction. Face to face component must meet weekly or biweekly at specific day/times.
- 06 Hybrid combination of face to face and synchronous instruction (see 02 definition above). Both the face to face and synchronous (pre-scheduled broadcast) component must meet weekly or biweekly at specific day/times.

¹ <https://csyou.calstate.edu/Tools/academic-affairs/apdb/Pages/APDB-Data-Element-Dictionary.aspx>. Accessed April 23, 2006.

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- 09 100% face to face (live instructor + physically assembled students) instruction thru out the term
- 10 Hybrid combination of synchronous and asynchronous instruction (see 01 and 02 definitions above) with no intermittent face to face meetings with students thru out the term
- 11 Hybrid combination of synchronous and asynchronous instruction (see 03 and 04 definitions above) with INTERMITTENT (days/times vary and less frequent then biweekly) face to face meetings for one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content.

WSCUC publishes the definition of degree program or certificate in the Handbook of Accreditation², defined by the Department of Education³ as:

- A program is in person when more than 50% of the contact time is delivered face-to-face.
- When more than 50% of the curriculum is delivered virtually, the program is classified as “distance learning” and requires WSCUC special authorization.
- When the mix of courses through the program curriculum allows a student to graduate with 50% or more of instruction and interaction occurs using technology, the program is designated by WSCUC as “Distance Learning.”
- Tracking course/sessions modality allows tracking of the program percentage of possible virtual contact instruction needed for WSCUC accreditation.

POLICY:

1. All courses shall have any approved APDB Learning Modes in Table 1 (see below) listed in any new course or course modification proposals through the curriculum approval process. Courses that have previously been approved through the curriculum approval process are assumed to be able to be taught in any of these APDB Learning Modes.
2. Courses listed in the Schedule of Classes must be assigned to and conform to exactly one of the APDB Learning Modes listed in Table 1 (see below).
3. Learning modes are identified by Chairs in consultation with their faculty, and the schedule, along with proposed learning modes, is approved by the Dean’s Office.
4. For hybrid courses, class meeting sessions that are face to face and class meetings that are online need to be listed in the notes field of the schedule of classes by the time students

² <https://www.wscuc.org/handbook2023/> Accessed April 23, 2026.

³ <https://www.acenet.edu/Documents/Summary-Distance-Ed-Final-Rule.pdf> Accessed April 23, 2026.

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begin registering for courses. Exceptions may be approved by the Dean upon Chair's justification.

5. For courses with a synchronous component, online or face to face, the day and meeting times for the synchronous component need to be included in the schedule of classes by the time students begin registering for classes.
6. Hybrid courses must be recorded in PeopleSoft to show if they exceed 50% virtual instruction threshold for accreditation purposes, but this information does not need to be shown in the schedule of classes.
7. Any change to the learning mode must be approved by the Dean's Office. Once students have enrolled in a section, the Learning Mode cannot be altered except in unusual situations and with the approval of the Dean's Office.
8. If a learning mode has been changed with Dean's Office approval after students have enrolled, students enrolled in the class must be notified of the change in Learning Mode and the implications of the change before week 3. Academic Advising and the Registrar's Office must also be notified of the change.
9. Instructors shall teach the class in the Learning Mode listed in the Schedule of Classes and adhere to the requirements associated with that Learning Mode.
10. In the case of extenuating, rare circumstances such as conference attendance, illness, and similar justifiable situations, a class meeting may be offered in a different modality. The students, support staff, department Chair and School Dean shall be informed in advance and faculty will use available tools (e.g. OWL, etc.) to make the class accessible to students.
11. Online, hybrid, and face to face course offerings will be consistent in terms of student learning outcomes, quality, assessment, and purpose with other courses bearing the same program and course number. All course offerings will meet all Curriculum Committee requirements.

Students enrolled in courses will be given the same rights and responsibilities regardless of learning modality.

APDB Code	Learning Mode Name	Schedule of Class Notation for Modality	Description and Requirements ¹
01	Asynchronous Instructional Course Section	Online (OL) (Fully Asynchronous Online)	<i>A fully online asynchronous class. No in-person/face-to-face meetings and no set meeting time for class</i>

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			<p><i>meetings. No in-person assignments, examinations or final exam.</i></p> <p>Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.</p>
02	Synchronous Instructional Course Section	Online (OL) (Fully Synchronous Online)	<p><i>A fully online synchronous class. Meets at a specific day and time and has a specific final exam time. No in-person/face-to-face meetings.</i></p> <p>Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.</p>
03	Asynchronous Instructional Course Section with a Limited In-Person Component	Hybrid (HY) (Asynchronous Online/ Limited In-Person)	<p><i>Asynchronous instructional delivery course section which includes very limited intermittent and specific date in-person/face-to-face meetings for orientation and/or mid-term and/or final exam and/or rare single date class meetings for other purposes.</i></p> <p>Information about the mix of in-person/ face-to-face meetings should be provided in the notes/ Meeting Pattern in the Schedule of Class. Notes should state the expectation of the in-person requirement. e.g. "Class will be in-person the first day of classes, midterm, final, and for one class visitor. The expected in-person dates will be announced on the first day of class."</p>

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			<p><i>Meets standards for classification as Distance Education (FDE) by the US DoE.</i></p> <p>A class with this Learning Mode is <u>not</u> coded as AB386 since it cannot be taken through the CSU Fully Online program by any CSU student on any campus.</p>
04	Synchronous Instructional Course Section with a Limited In-Person Component	Hybrid (HY) (Synchronous Online/ Limited In-Person Component)	<p><i>Synchronous instruction delivery course section which includes pre-scheduled (weekly or biweekly) days/times with intermittent (days/times vary and less frequent than biweekly) in-person/face-to-face meetings for one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content.</i></p> <p>Information about the mix of in-person/ face-to-face meetings should be provided in the notes/ Meeting Pattern in the Schedule of Class. Notes should state the expectation of the in-person requirement. e.g. "Class will be in-person the first day of classes, midterm, final, and for one class visitor. The expected in-person dates will be announced on the first day of class."</p> <p><i>Meets standards for classification as Distance Education (FDE) by the US DoE.</i></p>

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			<p>A class with this Learning Mode is <u>not</u> coded as AB386 since it cannot be taken through the CSU Fully Online program by any CSU student on any campus.</p>
05	Hybrid In-Person/ Face-to-Face and Asynchronous Online	Hybrid (HY) (Asynchronous Online/ In-Person)	<p><i>Hybrid combination of in-person/face-to-face and asynchronous online instruction (see 01 definition above). The in-person/face-to-face component must meet regularly weekly or biweekly at specific day/times.</i></p> <p>If the sessions alternate in the same week, then the in-person meetings must be listed as separate lines in the Schedule of Classes along with the Asynchronous component of the class. Example: no day/time specified—asynchronous online, Wednesdays 3 – 4:15 PM —in-person.</p> <p>Other patterns of class meetings, e.g. alternating weeks of Asynchronous Online and In-Person should be reflected in the notes/ Meeting Pattern in the Schedule of Class. Example: odd weeks, no day/time specified—asynchronous online, even weeks Mondays/Wednesdays 3 – 4:15 PM —in-person.</p>
06	Hybrid In-Person/ Face-to-Face and Synchronous Online	Hybrid (HY) (Synchronous Online/ In-Person)	<p><i>Hybrid combination of in-person/face-to-face and synchronous online instruction (see 02 definition above).</i></p> <p><i>The in-person/face-to-face and synchronous online components</i></p>

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			<p><i>must alternate regularly weekly or biweekly at specific day/times.</i></p> <p>If the sessions alternate in the same week, then the in-person meetings must be listed as a separate lines in the Schedule of Classes along with the Synchronous component of the class. Example: Mondays 3 – 4:15 PM — synchronous online, Wednesdays 3 – 4:15 PM — in-person.</p> <p>Other patterns of class meetings, e.g. alternating weeks of Synchronous Online and In-Person should be reflected in the notes/ Meeting Pattern in the Schedule of Class. Example: odd weeks MW 3 – 4:15 PM — synchronous online, even weeks Mondays/Wednesdays 3 – 4:15 PM — in-person.</p>
09	In-Person/Face-to-Face	In-Person (P) (Fully In-Person)	<i>100% in-person/face-to-face instruction throughout the term.</i>
10	Online Hybrid Asynchronous/Synchronous	Online (OL) (Fully Online Synchronous/Asynchronous)	<p><i>A fully online asynchronous (see 01 definition above) and online synchronous (see 02 definition above) class. No in-person/face-to-face meetings. No in-person assignments, examinations or final exam.</i></p> <p>Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.</p>
11	Online Hybrid Asynchronous/	Hybrid (HY) (Synchronous/	<i>Online asynchronous (see 03 definition above) and synchronous</i>

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	Synchronous with a Limited In-Person Component	Asynchronous Online/ Limited In-Person Component)	<p>(see 04 definition above) <i>instructional delivery course section which includes very limited intermittent and specific date in-person/face-to-face meetings for orientation and/or mid-term and/or final exam and/or rare single date class meetings for other purposes.</i></p> <p>In-person/face-to-face meetings must be outlined in the notes/ Meeting Pattern in the Schedule of Class.</p> <p>Meets standards for classification as Distance Education (FDE) by the US DoE. A class with this Learning Mode is <u>not</u> coded as AB386 since it cannot be taken through the CSU Fully Online program by any CSU student on any campus.</p>
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¹ Italicized text comes from the CSU Chancellor’s Office description of the Learning Mode.

For Hyflex classes- use the codes based on modality: 05, 06, or 11. The instructor provides an option for students to either attend the class online through the use of a Hyflex classroom or through technology. The mechanism by which students attend this class should be outlined in the notes/ Meeting Pattern in the Schedule of Class.

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AP DB Code	Learning Mode Name	APDB Data Element Definitions Set by the Chancellor's Office	Schedule of Class Notation for Modality	Description and Requirements for CI courses ¹
01	Asynchronous Instructional Course Section	Asynchronous 24/7 web delivered instruction with no intermittent face to face meetings with students throughout the term	Online (OL) (Fully Asynchronous Online)	<p><i>A fully online asynchronous class. No in-person/face-to-face meetings and no set meeting time for class meetings. No in-person assignments, examinations or final exam.</i></p> <p>Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.</p>
02	Synchronous Instructional Course Section	Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times with no face to face meetings with students throughout the term	Online (OL) (Fully Synchronous Online)	<p><i>A fully online synchronous class. Meets at a specific day and time and has a specific final exam time. No in-person/face-to-face meetings.</i></p> <p>Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.</p>
03	Asynchronous Instructional Course Section with a Limited In-Person Component	Asynchronous instructional delivery course section which includes very limited specific date face to face or synchronous meetings for orientation and/or mid-term and/or final exam and/or rare single date	Hybrid (HY) (Asynchronous Online/ Limited In-Person)	<p><i>Asynchronous instructional delivery course section which includes very limited intermittent and specific date in-person/face-to-face meetings for orientation and/or mid-term and/or final exam and/or rare single date class meetings for other purposes.</i></p> <p><i>Information about the mix of in-person/ face-to-face meetings should be provided in the notes/ Meeting Pattern in the Schedule of Class. Notes should state the expectation of the in-person requirement. e.g. "Class will be in-person the first day of classes,</i></p>

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		class meetings for other purposes.		<p><i>midterm, final, and for one class visitor. The expected in-person dates will be announced on the first day of class."</i></p> <p><i>Meets standards for classification as Distance Education (FDE) by the US DoE.</i></p> <p><i>A class with this Learning Mode is not coded as AB386 since it cannot be taken through the CSU Fully Online program by any CSU student on any campus.</i></p>
04	Synchronous Instructional Course Section with a Limited In-Person Component	Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times with INTERMITTENT (days/times vary and less frequent than biweekly) face to face meetings for one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content	Hybrid (HY) (Synchronous Online/ Limited In-Person Component)	<p><i>Synchronous instruction delivery course section which includes pre-scheduled (weekly or biweekly) days/times with intermittent (days/times vary and less frequent than biweekly) in-person/face-to-face meetings for one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content.</i></p> <p><i>Information about the mix of in-person/ face-to-face meetings should be provided in the notes/ Meeting Pattern in the Schedule of Class. Notes should state the expectation of the in-person requirement. e.g. "Class will be in-person the first day of classes, midterm, final, and for one class visitor. The expected in-person dates will be announced on the first day of class."</i></p> <p><i>Meets standards for classification as Distance Education (FDE) by the US DoE.</i></p> <p><i>A class with this Learning Mode is <u>not</u> coded as AB386 since it cannot be taken through the CSU Fully Online</i></p>

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				program by any CSU student on any campus.
05	Hybrid In-Person/ Face-to-Face and Asynchronous Online	Hybrid combination of face to face and asynchronous 24/7 web delivered instruction. Face to face component must meet weekly or biweekly at specific day/times.	Hybrid (HY) (Asynchronous Online/ In-Person)	<p><i>Hybrid combination of in-person/face-to-face and asynchronous online instruction (see 01 definition above). The in-person/face-to-face component must meet regularly weekly or biweekly at specific day/times.</i></p> <p>If the sessions alternate in the same week, then the in-person meetings must be listed as separate lines in the Schedule of Classes along with the Asynchronous component of the class. Example: no day/time specified— asynchronous online, Wednesdays 3 – 4:15 PM —in-person.</p> <p>Other patterns of class meetings, e.g. alternating weeks of Asynchronous Online and In-Person should be reflected in the notes/ Meeting Pattern in the Schedule of Class. Example: odd weeks, no day/time specified— asynchronous online, even weeks Mondays/Wednesdays 3 – 4:15 PM — in-person.</p>
06	Hybrid In-Person/ Face-to-Face and Synchronous Online	Hybrid combination of face to face and synchronous instruction (see 02 definition above). Both the face to face and synchronous (pre-scheduled broadcast) component must meet weekly or biweekly at specific day/times.	Hybrid (HY) (Synchronous Online/ In-Person)	<p><i>Hybrid combination of in-person/face-to-face and synchronous online instruction (see 02 definition above).</i></p> <p><i>The in-person/face-to-face and synchronous online components must alternate regularly weekly or biweekly at specific day/times.</i></p> <p>If the sessions alternate in the same week, then the in-person meetings must be listed as a separate lines in the Schedule of Classes along with the Synchronous component of the class. Example: Mondays 3 – 4:15 PM — synchronous online, Wednesdays 3 – 4:15 PM — in-person.</p>

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				Other patterns of class meetings, e.g. alternating weeks of Synchronous Online and In-Person should be reflected in the notes/ Meeting Pattern in the Schedule of Class. Example: odd weeks MW 3 – 4:15 PM — synchronous online, even weeks Mondays/Wednesdays 3 – 4:15 PM — in-person.
09	In-Person/Face-to-Face	100% face to face (live instructor + physically assembled students) instruction throughout the term	In-Person (P) (Fully In-Person)	<i>100% in-person/face-to-face instruction throughout the term.</i>
10	Online Hybrid Asynchronous/Synchronous	Hybrid combination of synchronous and asynchronous instruction (see 01 and 02 definitions above) with no intermittent face to face meetings with students throughout the term	Online (OL) (Fully Online Synchronous/Asynchronous)	<i>A fully online asynchronous (see 01 definition above) and online synchronous (see 02 definition above) class. No in-person/face-to-face meetings. No in-person assignments, examinations or final exam.</i> Coded as AB386 so that courses with this learning mode can be taken through the CSU Fully Online program by any CSU student on any campus.
11	Online Hybrid Asynchronous/Synchronous with a Limited In-Person Component	Hybrid combination of synchronous and asynchronous instruction (see 03 and 04 definitions above) with INTERMITTENT (days/times vary and less frequent than biweekly) face to face meetings for	Hybrid (HY) (Synchronous/Asynchronous Online/Limited In-Person Component)	<i>Online asynchronous (see 03 definition above) and synchronous (see 04 definition above) instructional delivery course section which includes very limited intermittent and specific date in-person/face-to-face meetings for orientation and/or mid-term and/or final exam and/or rare single date class meetings for other purposes.</i> In-person/face-to-face meetings must be outlined in the notes/ Meeting Pattern in the Schedule of Class.

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		one or more of following: orientation, mid-term and/or final exams, and overview of next phase of course content.		Meets standards for classification as Distance Education (FDE) by the US DoE. A class with this Learning Mode is <u>not</u> coded as AB386 since it cannot be taken through the CSU Fully Online program by any CSU student on any campus.
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DRAFTED BY:

AASCU (American Association of State Colleges and Universities) Student Centered Scheduling Team Policy Task Force: Geoffrey Buhl, Phil Hampton, Maria Ballesteros-Sola, Francelina Neto, Ernesto Guerrero

REVIEWED, UPDATED, AND RECOMMENDED BY APPC