



University Executive Registrar

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## POLICY & PROCEDURE MEMORANDUM

Date: June 4, 2020  
To: College Registrars  
From: Vivek Upadhyay, University Executive Registrar  
Subject: **Coding of Instruction Mode in Class Schedule**

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This memo is being re-issued to inform you of revisions to the to the standard University definition of modes of instruction coding in CUNYfirst for classes offered at the colleges.

Value	Description	Definition
P	In-Person	In an In-Person class, all required class meetings occur on campus, during scheduled class meeting times. Contact includes instruction, learning activities, and interactions (both student-student and student-instructor). An In-Person class where material is provided online, via a learning management system or website, does not displace any of the required contact hours that would normally occur in a scheduled In-Person class. Assignment deadlines and exams days/times are maintained and included on the class syllabus. <b>All In-Person class meeting days/times must be listed in the schedule of classes.</b>
H	Hybrid	In a Hybrid class, online contact hours (synchronous* or asynchronous**) displaces some portion of the required contact hours that would normally take place in a scheduled in-person (face-to-face) class. Contact includes instruction, learning activities, and interactions (both student-student and student-instructor). A hybrid class is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom. Assignment deadlines and exams days/times are maintained and included on the class syllabus. <b>All In-person and synchronous online class meeting days/times must be listed in the schedule of classes for students.</b>
O	Online	In an Online class (synchronous* or asynchronous**), all required contact hours are online. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, examinations, quizzes, writing assignments, lab work, etc. are fully online. <b>All Synchronous class meeting days/times must be listed in the schedule of classes for students.</b>

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**\*\*Asynchronous:** *Asynchronous class meetings do not require you to log in to your virtual classroom at a specified time. Students do not have to follow a strict schedule to engage in live classes or discussions, and the only requirement regarding when they turn in their work is the assignment deadline, not an arbitrary timeline. Assignment deadlines and exams days/times are maintained and included on the class syllabus. Per best practices, instructors should create non-mandatory opportunities for live interactions with and among students.*

**\*Synchronous:** *Synchronous classes meetings resemble traditional on-campus In-Person classes in that students must be (virtually) present at the same time. Though they are conducted virtually, synchronous classes meet in real-time. Students must commit to scheduled class times and sign onto their virtual learning platform on schedule. During these classes, students will engage with the instruction during online lessons and presentations and even have virtual class discussions. Assignment deadlines and exams days/times are maintained and included on the class syllabus. All Synchronous class meeting days/times must be listed in the schedule of classes for students. Per best practices, instructors should make effective use of learning management systems for the posting of class materials and submission of class assignments.*

Please feel free to contact me should you have any questions or need more information at [our@cuny.edu](mailto:our@cuny.edu).

CC: Chief Academic Officers of the Colleges  
Chief Enrollment Managers Council  
Chief Student Affairs Officers Council  
University Dean of Institutional Research and Assessment  
University Dean of Undergraduate Studies  
University Director of Academic Technology  
University Office of Student Financial Aid  
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