

Scheduling Guidelines

Departments submit the Interession Course Add/Change form in Docusign by **March 19**. The routing will be as followed: (1) Chair, (2) Dean/Dean's designee (3) Trang.Duong@sjsu.edu.

10 week classes: June 1 – August 6

1st 5 week classes: June 1- July 2

2nd 5 week classes: July 6 – August 6

*Monday, July 5: Campus Close – Independence Day Observed

Classes will be offered online with mode 01 (asynchronous), 02 (synchronous) and 10 (completely online, TBA and a meeting pattern), see Mode of instructions.

1. Class must meet for duration to cover required hours of its type.

CSU Coded Memo: AA-2011-14 provides the CSU Definition of Credit Hour

The credit hour is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- a) A credit hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester..."
- b) A credit hour is assumed to be a 50-minute (not 60-minute) period.

For asynchronous online courses, "a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement."

Seminar/Lecture:	1 Unit = 12.5 hours
	2 Units = 25 hours
	3 Units = 37.5 hours
Activity:	1 Unit = 25 hours
Lab:	1 Unit = 37.5 hours

Examples:

For synchronous courses, see below for recommendations. If instructor decide to have lunch break/rest time, add additional minutes to the below instruction time.

Ten Week Classes:

A 3 unit lecture meets each MW*:	37.5 hours per 18 meetings	2 hours 5mins/meeting
A 3 unit lecture meets each TR:	37.5 hours per 19 meetings	2 hours/meeting
A 3 unit seminar meets MTWRF*:	37.5 hours per 48 meetings	47 mins/meeting

Five Week Classes:

A 3 unit lecture meets each MW*:	37.5 hours per 9 meetings	4 hours 10 mins/meeting
A 1 unit activity meets each MW*:	25 hours per 9 meetings	2 hours 46 mins/meeting
A 3 unit seminar meets each TR:	37.5 hours per 10 meeting	3 hours 45 mins/meeting
A 3 unit lecture meets MTWRF*:	37.5 hours per 24 meetings	1 hour 34 mins/meeting

2. Each class starts with section 01. We no longer begin online class with section 80. In addition, sections in the 90s range are reserved for CSU Course Match.
3. Two sections will be created for a course that have two components. Please list both components on the "Class Add/Change Form".
4. If you are not finalized instructor before submitting the requests, make sure to send the change to CPGE to update instructor by May 14 for break-even calculation purposes.
5. It's advised to list chair as the instructor for Supervision classes.
6. 100W classes will need to be offered at least for 6 weeks scheduled in the 10 week session (6W1).
7. Once registration begins, department may not change the course date, time, meeting or mode. If need to change and there are students, the sections will be cancelled and new section will be created.
8. CPGE will create free sections:
 - Section numbers start with 61.
 - Set up as "No print in Schedule" and "Department Consent." Departments refer students to AARS for enrolling to free sections.
 - Cross-list with the non-free (regular) sections. Enrollment cap of the free and regular section will be the class capacity
 - Do not have permission numbers
 - Do not have waitlist