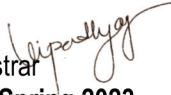




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PROCEDURE MEMORANDUM

Date: May 9th, 2022
To: College Chief Academic Officers
College Registrars

From: Vivek Upadhyay, University Executive Registrar 
Subject: **Coding of Modes of Instruction Effective Spring 2023**

This memo is being re-issued to inform you of revisions to the standard University definition of **Modes of Instruction** coding for the expanded modalities of in-person, online and hybrid classes offered at the colleges.

Modality	Value	Description
In Person	P In Person	In-person classes require all contact hours to take place on campus or a designated location during scheduled times. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Student complete readings, assignments, projects etc. outside of class time. 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. All class meeting days/times must be listed in the schedule of classes for students at the time of enrollment.
Online	OA Online Asynchronous	Online Asynchronous classes require all contact hours be held online asynchronously. Instruction takes place online asynchronously. The modality allows students to access materials and assignments on a flexible schedule in accordance with deadlines set by the professor. All required instructional 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. With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.
	OS Online Synchronous	Online Synchronous courses resemble on-campus In-Person ones in that students must be (virtually) present at the same time. All required instructional 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. All Synchronous class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.
	OM Online Mix	Online Mix classes offer a combination of online synchronous meetings and asynchronous online work. It is recommended that at least 25% and at most 75% of classes in Online Mix courses are scheduled to meet at a set time online. Students attend

		some classes on designated online synchronous days, with the remainder of the course being delivered via asynchronous, deadline-based instruction and assignments. All required instructional 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. All Synchronous class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.
Hybrid	HA Hybrid Asynchronous	Hybrid classes offer a combination of in-person and online instruction/contact hours. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Exclusive of exams, it is recommended that at least 25% and at most 75% of classes in hybrid courses are scheduled to meet at a set time on campus, in-person and campuses may set their own meeting schedules and guidelines within these parameters. Online portions of the course are offered asynchronously. Students participate in online portions of the course via asynchronous, deadline-based assignments. All In-Person Class meeting days/times must be listed in the schedule of classes for students at the time of enrollment.
	HS Hybrid Synchronous	Hybrid classes offer a combination of in-person and online instruction/contact hours. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Exclusive of exams, it is recommended that at least 25% and at most 75% of classes in hybrid courses are scheduled to meet at a set time on campus, in-person and campuses may set their own meeting schedules and guidelines within these parameters. Online portions of the course are offered synchronously. Students participate in online portions of the course via designated online synchronous days. Synchronous class sessions will take place at an assigned class time(s). All In-Person and Synchronous Online class meeting days/times must be listed in the schedule of classes for students at the time of enrollment.
	HF HyField	HyField classes offer a combination of in-person instruction hours that occur off campus doing field-based experiential learning (e.g., primary research, museum visits, local or international team-based projects for a nonprofit or company) during scheduled times and online instruction hours that may be asynchronous and/or synchronous. HyField classes do not require classroom access—all in-person instruction occurs off-campus. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Synchronous class sessions will always take place at the assigned class time(s). All class meeting days/times/location must be listed in the schedule of classes for students at the time of enrollment.
HyFlex	HX HyFlex	A HyFlex course provides students multiple learning paths and is distinguished from other mixed modality courses by relying on individual student choice from session to session, rather than having the instructor determine the modality for any given lesson. The number of formats available to students will vary from course to course. HyFlex courses are in-person with option of synchronous online, and/or asynchronous online contact hours. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. Class must be tagged with all available HyFlex modalities attributes for students.

Note: The range of percentages of instruction in different modalities given above are offered as guidance about the meaning and nature of standard definitions of course modalities. They are not intended to be strict requirements. Where courses require synchronous meeting times, it is critical that specific information about exactly **when and where class meetings will occur be provided to students at the time of enrollment**, so that they can make appropriate and informed registration choices.

Please feel free to contact me should you have any questions or need more information at our@cuny.edu.

CC: College Vice Presidents of Enrollment Management
College Vice Presidents of Student Affairs
Executive Vice Chancellor and University Provost
Vice Chancellor for Enrollment Management
University Dean of Institutional Research and Assessment
University Dean of Undergraduate Studies & Academic Policy
University Office of Student Financial Aid
University Office of the Controller
University Office of Budget and Finance