

Coded Memo ASA-2016-11

MEMORANDUM

DATE: July 7, 2016

TO: Presidents

FROM: Christine Mallon 
Assistant Vice Chancellor, Academic Programs and Faculty Development

Edward Sullivan 
Assistant Vice Chancellor, Academic Research and Resources

SUBJECT: Guidance for reporting primary mode of instruction for degree required coursework

The Integrated Postsecondary Education Data System (IPEDS) requires every college, university and technical and vocational institution that participates in the federal student financial aid programs to report data on: (1) whether programs are offered as distance education programs in the Completions Survey; and (2) enrollment in hybrid, distance and face-to-face programs in Fall Enrollment Survey. Failure to report will result in non-compliance with federal Title IV financial aid regulations, which can result in substantial penalties to CSU.

In order to ensure accurate reporting to federal agencies, campuses will be required to report a delivery format indicator reflecting the primary mode of instruction for programs of study. Beginning in fall 2016, the data will be collected through the CSU Enrollment Reporting System (ERS) reflecting values entered by the campus in the CMS system.

Effective fall 2016, when reporting via ERS, please choose one of these three categories:

Fully online

The degree program is designed and approved by the Chancellor's Office as fully online (asynchronous or synchronous), and all CSU instruction is expected to be completed through this mode. CSU instruction in the program does not require traditional face-to-face courses to complete degree requirements. Students may transfer in face-to-face course credits; however, the CSU program remains "fully online."

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Hybrid

The “hybrid” designation signifies that the CSU degree program requires both traditional face-to-face courses and online courses (asynchronous or synchronous) to complete degree requirements.

Face to Face

Face-to-face delivery is the traditional classroom-based program, intended to be offered on campus. The CSU program does not require online courses (asynchronous or synchronous) to complete degree requirements, and the program can be completed entirely through traditional face-to-face courses. Students may opt to take online or hybrid courses to meet degree requirements, however. It is assumed that students will attend in person, but instruction in some course sections may be fully online or partly online. A “face-to-face” degree program would not be designed to include required courses that are available only through online modality. Even though a student might pursue an online course off campus or a GE or elective course taught online, the program design would still be considered “fully face-to-face.”

Questions about reporting primary mode of instruction for degree required coursework should be addressed to Ms. Monica Malhotra, Deputy Director, Analytic Studies at 562-951-4763 or mmalhotra@calstate.edu.

- c: Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs
Provosts/Vice Presidents for Academic Affairs
Associate Vice Presidents/Associate Provosts, Academic Affairs
Deans, Graduate Studies
Directors, Admission and Records
Directors, Institutional Research