



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF THE PROVOST DIVISION OF ACADEMIC AFFAIRS

MEMORANDUM

DATE: February 25, 2025

TO: All Faculty

FROM: Karyn Scissum Gunn, Ph.D. 
Provost and Senior Vice President for Academic Affairs

SUBJECT: Modes of Instruction and Request a Temporary Instruction Mode Change

Modes of Instruction

Modes of instruction for all courses must be identified in the CSULB Schedule of Classes. [Per PS 20-01 Policy on Online and Hybrid Instruction](#) modes of instruction are defined as follows:

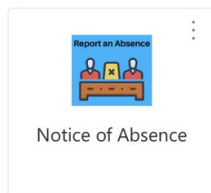
- **Synchronous Instruction:** Learning activities where the instructor and students participate at the same time, typically on a set schedule.
- **Asynchronous Instruction:** Learning activities where the instructor and students participate at different times, typically within a specified time frame.
- **Face-to-Face Instruction:** Courses for which essentially all classroom instruction occurs synchronously at a location where both the instructor and students are physically present. Arrangements for classes missed due to sick leave, personal holidays, or travel authorized by the University do not count towards online out-of-class work. For such missed classes, instructors shall refer to regulations and guidelines of Faculty Affairs.
- **Online Instruction:** Courses that have all class meeting time replaced with online work, such that students do not meet face-to-face for any learning activities; online courses may include both synchronous and asynchronous instruction
- **Hybrid Instruction:** Courses where the mode of instruction meets neither of the definitions of face-to-face instruction and online instruction. Hybrid courses combine face-to-face instruction with online out-of-class course work and may include both synchronous and asynchronous instruction.

Faculty must teach their course(s) in the modality specified in the CSULB Schedule of Classes. Unauthorized changes mean the changes to instructional modalities are initiated by instructors without proper authorization. These changes include, but are not limited to:

- Converting face-to-face, on-campus classes to an online synchronous format without approval
- Changing online synchronous classes to an online asynchronous format without approval.
- Switching back and forth between different modalities during the semester without approval
- Temporarily moving classes to an online format due to personal emergencies or illness without prior approval

Request Temporary Instruction Mode Change

Under extenuating circumstances, faculty may submit a request to temporarily change their course's mode of instruction to their department chair or program director. The chair or program director may authorize such requests in consultation with their Dean's office. Since this request requires approval in advance, faculty are required to complete the Notice of Absence from Class/Class Cancellation/ Request Temporary Instruction Mode Change Form (sample attached). This form is available as a DocuSign form on the SSO via this tile:



- c. Pei-Fang Hung, Interim Vice Provost of Academic Programs
 Patricia Pérez, Associate Vice President of Faculty Affairs
 Deans
 Associate Deans
 Department Chairs and School/Program Directors

Attachment