

“High Demand Courses” Through Special Session

In pursuit of our mission of increasing access to education, we are offering a program called “High Demand Courses”. The goal of this program is to provide courses SJSU students need to progress in their educational goals (e.g., to graduate, to apply for their major, to attain mastery in a specific domain required for degree progression, etc.). These “High Demand” courses could include:

- courses that cannot sufficiently accommodate all students wanting or needing to take them in the regular term - e.g., courses with fill rates in excess of 100% in recent terms (“bottlenecks”)
- general education and major requirement courses that cannot be offered or supported during the regular session for a variety of factors (e.g., budget restrictions, scheduling conflicts, unavailability of resources, etc.)
- courses students need to graduate in that term

We work with deans, chairs, and faculty identify the courses and instructors to participate in this program. This is a self-support, Special Session program in the College of International and Extended Studies (CIES). As such, the course and program costs are not subsidized by State general funds. All courses in this program are offered in the following modes.

- Online
- Hybrid*
- In-person*

* Contingent on the department securing a room for in-person session.

Courses

This program offers courses across departments and disciplines with strong student demand/need, as well as courses that address College/Department goals related to enrollment, graduation rates, etc. As noted above, courses in this program focus on 1) high demand or “bottleneck” courses, 2) in-demand general education courses, 3) in-demand major course requirements, and 4) additional sections of courses beyond what the budget allows the University to offer in regular session. See below for additional details about the course offerings:

- Courses can be offered online utilizing the university’s learning management system (LMS), Canvas, and/or other technology platform that your Department, College, and Spartans Online recommend for delivery. Note that the Online courses should not require in-person meetings, particularly because students outside



the local area may register for the course. However, if an in-person assessment (e.g., final exam) is required (e.g., for accreditation purposes), students must be informed of this requirement at the start of the term.

- Course start and end periods fall approximately in the following time-frame:
 - Fall: starting the first week of October to the second week of December (10 weeks)
 - Spring: starting the first week of March to the second week of May (10 weeks)
- Courses must already exist in the SJSU catalog of courses.
- Enrollments in these courses do not count toward FTEs.
- Courses must adhere to quality course design and development guidelines. See Appendix A.

Instructors, Departments, Colleges

- Instructor compensation is determined by California State University Salary Schedule “Instructional Faculty, Special Programs,” class code 2322. See Appendix B or http://online.sjsu.edu/docs/CSU_salary_schedule_per_unit_2322.pdf
- CIES (not the College/Department) will be responsible for the payment of the instructor’s compensation. Note that the salary schedule is based on a semester rate for one (1) unit. Thus, be sure to calculate for the appropriate unit(s) for the course (i.e., courses are generally 3-units so the value in the salary schedule should be multiplied by 3).
- Instructors participating in this program need to comply with the California State University (CSU) additional employment policy: faculty employee is permitted additional employment (not to exceed 25% workload overage) compensated by the CSU, funded by General or Non-General Funds (this program is Non-General Funds). Faculty affairs will be reviewing faculty appointment forms to ensure compliance.
- College/Departmental (via the dean and chair) approval is required to teach in this program. Instructors should discuss with their chair and dean about the course(s) they may be interested in teaching through this program, and coordinate to ensure that it meets College/Department goals.
- Instructor is required to provide an electronic copy of the course syllabus four (4) to six (6) weeks prior to the start of the session so that Spartans Online may share it for marketing and informational purposes.
- Intellectual property guidelines as set forth by the [F98-3 Intellectual/Creative Property policy](#) will be followed. Instructors, please check with your chair and/or dean regarding the policy. CIES will not and cannot claim any ownership rights to the courses offered in this program.
- CIES will allocate 19% of the gross revenue generated from this program to the participating College/Department. Each college determines the distribution of the 19% for his/her college. For chairs and instructors, check with your dean for details since CIES does not specify the final allocation within the college.
- Course design and development assistance is provided to instructors. Workshops as well as one-one consultations are available through [eCampus, Academic Technology](#).



Students

- Courses are available to both matriculated and non-matriculated students. Non-matriculated students can register through Open University program (requires “add code” from an instructor).
- Tuition for these courses will be based on per-unit cost ranging from the mid- to high-\$300 per unit. Tuition is the same for all students, whether matriculated or non-matriculated.
- Financial aid may apply to these courses, but will need to be verified with the Financial Aid office.
 - The amount and type of financial aid students may be eligible for will depend on many factors, including grade level, need, and whether or not they have exhausted their eligibility for these funds during the regular 2015-2016 academic year. If they are unsure about their exact circumstance, they can discuss it with the Financial Aid and Scholarship Office by contacting them at 408-283-7500 (Press #6) or visiting their office that is located within the Student Services Center (SSC), on the first floor of the 10th Street Parking Garage. The SSC is located on the corner of 9th and San Fernando Street, adjacent to campus.
 - **How do students start the process?** Once students have registered for additional class(es), they must see a Financial Aid Counselor. The staff member at the counter will review their eligibility and have them complete all required paperwork for the additional financial aid processing, if eligible.
- For F-1 International Students, note that there are restrictions: no more than the equivalent of one class or three credits per session may be counted towards the "full course of study" requirements if taken online.
- Undergraduate students may add up to 15 units and petition for up to 18 units. Graduating seniors may add 18 units and petition for up to 21 units. You can get the most up to date "Excess Units Petition" at the Office of the [Registrar's form webpage](#) at the beginning of the semester.
- Registration window for these courses will commence approximately two (2) weeks prior to the start of the course/session and continue one (1) week into the course/session.
- Course tuition is due on the date of registration. Student will be dropped (un-enrolled) from the course if course tuition is not paid. Refunds will be made according to the following schedule:
 - Prior to first day of the session – 100% refund
 - One (1) week into the session – 90% refund
 - No refund beyond the first week of the session

State Authorization Disclaimer

Distance education authorization **only** impacts prospective students who are interested in completing a SJSU degree or certificate program while simultaneously residing in another state. San Jose' State University is accredited by the [Western Association of Schools and Colleges](#)(WASC). Students residing outside of California (while attending SJSU's distance education classes) wishing to resolve a grievance should contact the appropriate office (Bursar's Office, Financial Aid Office etc.) However, if an issue cannot be resolved internally, you may file a complaint with your State. Please visit the [Consumer Protection State Contacts](#) page for additional information.



Contacts

For questions regarding High Demand Courses Online program, contact:

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Appendix A

Online Course Evaluation Rubric

This rubric is a tool to assist faculty members in the design and development of their courses. It can be a great way to self-assess your course. Also, a peer or instructional designer could use it as a way to assist you as you refine your course. For Rubric please see <http://www.sjsu.edu/at/ec/EOQA/rubrics/>.



Appendix B

California State University Salary Schedule Per Unit Rate: Instructional Faculty, Special Programs. (Class Code 2322)

SALARY SCHEDULE CLASS CODE 2322: SEMESTER UNIT RATE (Effective July 1, 2016)					
Students Enrolled	Assistant	Instructor (LA)	Assistant Professor (LB)	Associate Professor (LC)	Professor (LD)
1	0	121	121	121	121
2	0	243	243	243	243
3	0	364	364	364	364
4	0	486	486	486	486
5	0	607	607	607	607
6	0	729	729	729	729
7	0	850	850	850	850
8	0	971	971	971	971
9	0	1093	1093	1093	1093
10	0	1214	1214	1214	1214
11	0	1336	1336	1336	1336
12	0	1457	1457	1457	1457
13	0	1578	1578	1578	1578
14	0	1679	1700	1700	1700
15	0	1679	1821	1821	1821
16	0	1679	1839	1943	1943
17	0	1679	1839	2064	2064
18	0	1679	1839	2186	2186
19	0	1679	1839	2307	2307
20	0	1679	1839	2317	2428
21	0	1679	1839	2317	2550
22	0	1679	1839	2317	2671
23	0	1679	1839	2317	2793
24	0	1679	1839	2317	2914
25 or more	0	1679	1839	2317	2930

Note that the salary schedule above is based on a semester rate for one (1) unit. Thus, be sure to calculate for the appropriate unit(s) for the course – e.g., courses are generally 3-units so the value in the salary schedule should be multiplied by three (3).

