

Handling of “face-to-face course” and “distance course” at Chuo University

1. Definitions for the implementation of each class session (100 minutes/class)

Face-to-face class	A class in which the instructor and students meet face-to-face in the same space, such as a regular classroom.
Distance class (*1)	<p>“Distance class” is the class that can be provided by universities based on the provisions of Article 25, Paragraph 2 of the University Establishment Standards and Notification No. 51 issued in 2001 by the Ministry of Education, Culture, Sports, Science and Technology. According to these provisions, the university will define “distance class” as a class that appropriately combines the following four types of classes set out below in light of the content and educational effects of the class subject.</p> <ol style="list-style-type: none"> 1) HyFlex class: a class in which a “face-to-face class” is delivered in real time and students outside the classroom can also take the class simultaneously and interactively. 2) Live online class: a class conducted simultaneously and interactively with the instructor and students in different locations using ICT tools such as online conference systems. The location where the instructor delivers the class is not limited to a classroom. 3) On-demand class: a class in which the student watches a video recording of a class that is distributed online, and asks questions or discusses it with the instructor by other means such as email. 4) Material distribution class: A class in which the student watches or listens to narrated lecture materials (PowerPoint, etc.) and asks questions or discusses it with the instructor by other means such as email.

(*1) If a faculty or graduate school recognizes that a student is unable to attend face-to-face classes for reasonable reasons, the class conducted in the format 1), 2), 3) and 4) will be treated as a “face-to-face class” rather than a “distance class” (see Q3 in Attachment 3 for that student only).

2. Handling of “face-to-face course” and “distance course”

Face-to-face course	<p>A course that requires all the students enrolled to take face-to-face classes for at least half of the total number of class sessions (at least 7 out of 14).</p> <p>However, this does not apply to students who wish to take the class and are recognized by the respective faculty or graduate school as being unable to attend the class face-to-face for reasonable reasons (*2).</p> <p>(*2)The criteria for "reasonable reasons" for requiring consideration</p>
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	shall be determined separately.
Distance class course	<p>A course in which more than half of the total number of classes (8 or more out of 14 classes) are conducted as distance classes.</p> <p><u>Article 35-6 of Chuo University Academic Regulations stipulates that the maximum number of credits that can be counted as graduation credits for distant courses is 60 credits.</u> However, this upper limit only applies to undergraduate courses, and not to the Graduate Schools or the Professional Graduate Schools.</p>

◎Handling of “Blended learning course” which is a combination of face-to-face classes and distance classes.

”Blended learning course” is a course in which face-to-face classes and four types of distance classes are appropriately combined depending on the class session. If more than half of the class sessions (7 or more out of 14) are face-to-face classes and all the students enrolled are required to attend the class face-to-face, the class is considered a “face-to-face course”, and otherwise is considered as a “distance course”.

3. Maximum number of credits earned in distance class courses that can be counted as graduation credits

Distance class courses are limited only to some courses that are considered to be more effectively offered with online features proactively implemented, but please note that Chuo University Academic Regulations stipulates that the maximum number of credits earned in distance class courses that can be counted as graduation credits is 60. For this reason, when enrolling in distance class courses, please check the syllabus of each course and plan your course registration accordingly.

Please refer to below for the regulations on credits earned in distance class courses.

- Chuo University Academic Regulations
(Courses taught using various media)

Article 32-2: With regard to the classes prescribed in the preceding Article, students may be allowed to take classes in places other than classrooms or other venues where the classes are held, by making advanced use of various media.

2. Class subjects and methods of taking classes that make advanced use of various media shall be determined separately by the faculty council of each faculty.

(Credits earned in classes conducted using various media)

Article 35-6: The credits acquired through the class method prescribed in Article 32-2 shall not exceed 60 credits out of the credits required for graduation prescribed in Article 43-1-2.

4. Students who are not able to commute to the campus for reasonable reasons

Chuo University makes sure to give consideration to students who, for reasonable reasons including underlying medical conditions and infection with the coronavirus, are unable to commute to the university campus to ensure that there is no disadvantage caused for them. If you have any special circumstances, please consult with your faculty office in advance.

*Please note that if you attend a class remotely without any reasonable reasons, your attendance may be counted as “absent”, so please be sure to attend the class according to the designated format.

*Please note that depending on the content of your request, your situation may not be approved as subject of special consideration.