Department of Computer Science Course Equivalencies (CEs)
Department Approved 10/06/2022
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For Tenure-track faculty, see the Variable Workload Guidelines which address thesis supervision

Definitions:
- CE = course equivalent.
- Projects-based course: A course where at least 30% of the final grade is determined by a project.
- Active learning course: A course where at least 30% of in-class activity is *student-driven*-including group work, flipped classroom, student debates, etc.

Policies:
1. For project-based or active learning courses, we define each credit of instruction in sections with up to 60 enrollments to be 1/3 CE. For online courses that use project-based or active learning, this threshold is 45 enrollments. For all other courses this threshold is 80 enrollments for 1/3 CE. Each credit of instruction in sections with enrollments exceeding these thresholds is counted double. Enrollments are to be determined at the end of the add/drop period.

2. Online instruction may be assigned by the Chair in consultation with Faculty. In case a section is taught with both in-person and online students, and online enrollments reach a threshold of 15 for CS 1X XX sections and 10 for all others, the section is counted double. This does not apply to students registered for an in-person section but those attending remotely.

3. Course sections that are not intended for general enrollment (e.g., Independent Study, Research, and Thesis sections) are recognized as voluntary and are taught at the discretion of Faculty with approval by the Chair and Dean.

4. Periodic new course preparation is considered part of standard teaching workloads. But in exceptional cases, with approval by the Chair and Dean, new required undergraduate course preparation may be part of a Faculty member's assigned instructional workload percentage. Examples of major new course preparation include conversion of a group projects-based courses to online format, where the organizational work required to adapt the online format to course logistics far exceeds normal course material and delivery preparation.

5. Non-tenure track faculty, who teach more than 700 student credit hours (SCH) on load calculated after the add drop date in a single semester, will be provided with a one-course equivalency typically applied in the following semester. If a faculty member is teaching overloads, SCH are calculated from the total SCH multiplied by the appropriate ratio of onload/offload course equivalencies.

6. In the CBA Section 16.4.b, we interpret "(8) courses a year for two (2) consecutive academic years" to mean 24 credits per year for two consecutive academic years, and "they will be assigned no more than seven (7) courses" to mean they will be assigned no more than 21 credits, etc.