MEMORANDUM OF UNDERSTANDING
ADDING ONLINE STUDENTS

The Los Angeles Community College District (the “District”) and the American Federation of Teachers College Guild Local 1521 (the “AFT”) agree to the following:

Article 40.C.1.a provides that the registration limit for D/DL classes is 40 students (except for ‘first time’ classes) and that additional students can be added by the instructor only after the first day of class.

This MOU provides that, while the 40 maximum will continue to remain in force (and that the class is not one authorized as a large D/DL class as provided in 40.C.1.b; nor is it a first time class), the instructor, in coordination with the D/DL Coordinator or Campus Distance Learning Office or equivalent, would be able to add up to five (5) additional students in the week before the first day of class if the class has reached the 40 limit at any time within that week. The adding procedure would be the same email procedure as currently exists for adding D/DL students after the first day of class: The student must first email the online instructor to ask permission to add the class. The email address the student uses to make the request must be the one on file with the District. If the instructor authorizes the student to add the class he or she must notify the Distance Learning Office or equivalent via email.

The provisions above will apply until a system is created that enables an instructor to provide a temporary class code which would allow the students permitted to add after the first day to login to the online class environment right away and not miss the first day or two of class.

Justification:

It has been found that adding D/DL students after the first day can put them at a disadvantage because they cannot get into the online class environment until a few days later, denying them instruction/access for the first week. This MOU provides that up to five students may be added by the instructor in the week before the first day of class if the 40 class size limit has been reached during that week.

Dated:

For the District: For the AFT:

Tyree Wieder Carl Friedlander
Interim Chancellor President