

# Policies and Procedures

The SDSU Curriculum Guide has been compiled to assist you in preparing curricular proposals for processing for consideration for inclusion in the *General Catalog*, the *Imperial Valley Campus Bulletin*, and the *Graduate Bulletin*. Also included are instructions on how to submit proposals for new certificate programs, for a degree to be placed in the Academic Master Plan, and for topics courses and General Studies courses to be included in the SDSU Class Schedule and in the College of Extended Studies catalogs. Special attention should be given to the following information:

## Curricular Proposal Forms

Curricular proposal forms are to be used to submit all proposals for new courses (New Course Proposal form), changes to existing courses (Course Change, Deletion, or Reinstatement form), and changes to existing programs such as majors, minors, emphases, concentrations, etc. (Change in Program form). No form is available for new programs or deletion of existing programs. A list of questions that need to be answered for new programs is included elsewhere in this guide. For program discontinuation refer to the policy statement on page 169.

A Graduation Writing Assessment Requirement course proposal form is also available, as well as a proposal form for topics courses (296, 496, 596, 696, Latin American Studies 580, Psychology 796, 886) and General Studies courses for inclusion in the Class Schedule.

The curricular proposal forms are also available on the SDSU Web site at <http://www-rohan.sdsu.edu/~acserv/>  
The following Academic Services forms are available:

- SDSU College Dean Curricular Proposal Approval
- Resource Impact Statement
- SDSU New Course Proposal
- SDSU Course Change, Deletion, or Reinstatement
- SDSU Change in Program
- SDSU General Education Course Proposal
- SDSU/CSU Graduation Writing Assessment Requirement Proposal
- SDSU Special Topics Course Proposal (Regular University)
- SDSU Schedule of Classes Block Scheduling Form
- SDSU Schedule of Classes Title Update Form
- Footnote Message Form
- Section Add Form
- SDSU Approval for Collaborative Course
- Study Abroad Supplemental Form

Three copies of each proposal form submitted and attachments are needed by Academic Services.

Departments are responsible for duplication of materials for use by department and college curricular screening committees.

## Course Classification System

In accordance with the Chancellor's Office guidelines affecting faculty staffing, each course offered at the university is assigned a classification code known as the C/S classification. A course is designated C1–C21 or S23, S24, S25, S36, or S48 to describe the mode of instruction (e.g., lecture, laboratory, activity, seminar), the approximate number of students to be enrolled and the workload credit (weighted teaching units) to be assigned to the instructor responsible for the course.

A detailed description of the California State University Course Classification System and the revised policy on supervision courses begins on page 148. The chart should be reviewed when preparing proposals for new courses or modifications to existing ones, with attention to the effect the proposed additions or changes will have upon departmental staffing, facilities and the accommodations of students.