

Credit/No Credit Courses – Graduate

Policy adopted by the Graduate Council, October 1977

Only those courses designated in the *Graduate Bulletin* as being offered for credit/no credit only will be approved for implementation.

In addition, specified sections of graduate level topics courses may be offered for credit/no credit provided the following statement is included in the course description in the *Graduate Bulletin*: "Specified sections of this course may be offered for credit/no credit. Refer to the Class Schedule."

Course Prerequisites

Policy adopted by the Senate, December 5, 1978

1. The policy on course prerequisites is as follows:
 - a. Prerequisites for each course are stated in the course description.
 - b. Students must satisfy course prerequisites (or their equivalent) prior to beginning the course to which they are prerequisite. Faculty have the authority to enforce prerequisites listed in the catalog, to evaluate equivalent preparation, and to require proof that such prerequisites/preparation have been completed. Faculty may, during the first week of classes, request students without the prerequisites or equivalent preparation to take formal action to drop the course. Failure to comply will result in a failing grade.
2. In light of this prerequisite policy, each department shall review *all* of its courses and submit proposals to reaffirm or modify or delete existing prerequisites, or add new ones as appropriate. The following guidelines shall be used to review prerequisites:
 - a. Departments are expected to clarify upon what basis the consent of the instructor is to be given, if such consent is a course prerequisite.
 - b. Departments are reminded that upper division and senior standing are determined solely on the basis of total number of units completed. Such standing is not a guarantee that prior coursework has been completed in the discipline.
 - c. Departments must devise systems for monitoring the enforcement of their own prerequisites. Some departments currently require that their students sign a statement indicating where and when prerequisites were completed and the grade received. Departments may also indicate in the catalog and class schedule that proof of completion of prerequisites is required and may require students to submit a grade report, transcript, test score, or other verification that prerequisites have been satisfied. In addition, completion of selected tests can be verified by the computer during the registration process.
 - d. Departments are urged to use the terms "strongly recommended" or "recommended" instead of "prerequisite" where appropriate.

Syllabus Design

Policy adopted by the Senate, April 27, 2004

Senate Policy on syllabi requires that all course syllabi include a description of expected student learning outcomes and that departments retain and make accessible the most recent versions of course syllabi.

1. Course Syllabi: The syllabus for each course shall describe the course's purpose, scope, and expected student learning outcomes. In addition, each syllabus shall describe the design, conduct, and grading policies, which vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus, however, especially with regard to learning outcomes and grading policies, shall be made only for compelling reasons.
2. Instructors shall provide students with access to the syllabus at or before the first class meeting, except when circumstances beyond the control of the instructor prevent such distribution.
3. Instructors shall make available to their department the most recent version of each syllabus. Departments shall retain and make accessible the most recent versions of syllabi.

A detailed description of course syllabi production begins on page 90.