

## **Time Limit on Completion of Requirements for the Major** **Policy adopted by the Senate, December 10, 1985**

As authorized by Title 5, *California Code of Regulations*, Section 40401, departments may require that specific baccalaureate degree requirements be met within as few as seven years of the date of the degree. Such requirements will consist of advanced courses and examinations in areas of knowledge changing so rapidly that information may be obsolete after seven years. **Proposals to identify degree requirements subject to the seven-year restriction must be approved in accordance with curricular approval processes at the department, college, and university levels.** Departments who wish to specify ways a student can verify recency of specific baccalaureate degree requirements may do so by use of a course change form or program change form. Justification for the change must be included on the form. Such requirements will be clearly identified in the *General Catalog*, and departments will be responsible for keeping evaluators informed of appropriate ways for students to certify recency of subject matter. In instances in which a student is required to repeat a course taken more than seven years previously, only the last grade will be used in computation of grade point average.

## **Course Scheduling Guidelines for Short-Term, One-Unit Graduate Courses** **Policy adopted by the Graduate Council, March 21, 1985**

All graduate courses need to be scheduled with class sessions throughout the semester so that students will have ample opportunity to conduct course library work, research, and other course requirements. Normally, all graduate courses will follow this type of scheduling. However, it is recognized that certain forms of intensive short-term courses for one unit may have educational value at the graduate level and the following guidelines should be followed by departments wishing to offer such a course.

All short-term, one-unit graduate courses must carry notification to the students as to the required coursework to be completed prior to the first class meeting and must have at least a one-week interval between class sessions during which time assignments are to be completed and at least two weeks after the last class meeting for completion of final course projects.

## **Course Scheduling Guidelines for Short-Term Undergraduate Courses**

Regardless of the length of the term, all courses need to meet certain conditions to ensure lasting learning.

All courses should not only meet the required number of hours, but should also offer the student an opportunity to prepare, to study, and to cogitate for the required hours, as stated in the *General Catalog*.<sup>1</sup>

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<sup>1</sup> One unit or credit hour represents 50 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of 15 weeks. Two hours of activity (as in exercise and nutritional sciences) or three hours of laboratory (as in the sciences) are considered equivalent to one hour of lecture.

Courses offered in terms that are less than 15 weeks will be adjusted to contain the same contact and preparation time as courses offered over a 15 week semester.

In scheduling a short-term or weekend course (during the regular academic year and summer term sessions), the sessions should not meet on two or three consecutive days. Lasting assimilation of the experience can be facilitated by a special format; for example, a paper and a meeting scheduled after a main presentation on a following weekend, or a course offered on a Friday followed, a week or more later, by a full Saturday session. Short-term or weekend courses may be offered as deemed appropriate by the department.

## **Computer Courses – Graduate** **Policy adopted by the Graduate Council, March 21, 1985**

Education in computer techniques has dramatically changed. Instruction once offered exclusively at the college level is now found in secondary schools. Therefore, it is not appropriate to offer graduate credit to introduce students to computer use or to certain elementary applications, which should now be considered remedial at the graduate level. In order to adjust curriculum policies accordingly, the Graduate Council adopted the following policy: