

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*.¹

¹ 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:

Introductory courses in programming and using computers (i.e., those without prerequisites) are considered remedial for graduate students and will not be approved at the 600 level or above.

Statistical workshops that introduce students to analytical software packages or computer languages are also considered remedial for graduate students and are not suitable for graduate credit at the 600 level or above.

Departments wishing to offer introductory computer courses of this nature should do so at the undergraduate level and as prerequisites for graduate coursework or admission or offer such courses through the College of Extended Studies.

Unused Courses (Undergraduate)

Policy adopted by the Senate, May 1973; Revised May 1986 and February 2006

Each year the Assistant Vice President, Academic Services (or other administrative officer who shall coordinate the curricular process) shall identify the courses not offered during the past two years and shall inform each department or school that failure to offer the courses within the next academic year shall subject the courses to deletion from the catalog. A course not offered during the third year shall be deleted.

Reinstatement of Deleted Undergraduate Courses

Policy adopted by the Senate, May 1986

For a period of up to three years after the deletion of an undergraduate course by the Undergraduate Curriculum Committee, that same course (same course number, title, credit, units, prerequisite(s), catalog description) may be reinstated.

The academic department or program shall forward to the dean of the college a completed course reinstatement form. If the dean approves the request, the form shall be forwarded to the Office of the Assistant Vice President for Academic Services for inclusion in the next *General Catalog*. However, a reinstated course may be listed in the Class Schedule and taught previous to the publication of that catalog.

The department or program must teach the reinstated course within two semesters of the submission of the course reinstatement form. Failure to do so will result in a second deletion of the course from the curriculum. Courses deleted under these circumstances can be put back into the curriculum only by going through the process for the approval of new courses.

Graduate Course Deletion Policy (600- and 700-level courses)

Policy adopted by the Graduate Council, November 19, 1987; Revised November 1998

Each year the Assistant Vice President, Academic Services shall identify those courses which have not been offered during the past two-year period and shall inform each department that failure to offer the courses within the next academic year will subject them to deletion from the *Graduate Bulletin*. Courses not taught during the third year will be deleted from the *Graduate Bulletin* unless the department provides a written reply satisfactory to the Graduate Council Curriculum Committee showing that there are compelling reasons why the course should not be deleted and providing a plan for the reinstatement of the course in the department's regular program.

For a period of up to three years after the deletion of a graduate-level course, that same course (same course number, title, credit units, prerequisite(s), and bulletin description) may be reinstated by the following process:

1. The academic department or program will forward to the dean of the college a completed course reinstatement form.
2. If the college dean concurs with the department request, the form will be sent to the Assistant Vice President, Academic Services for review by the Dean of the Division of Graduate Affairs.