

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.

3. If the Dean of the Division of Graduate Affairs approves the request, the course will be included in the next *Graduate Bulletin*. However, a reinstated course may be included in the Class Schedule and taught prior to the publication of the *Graduate Bulletin*.

Failure of the department or program to teach the reinstated course within three semesters of the submission of the course reinstatement form will result in a second deletion of the course from the curriculum. Courses deleted in this way can be returned to the curriculum only by going through the same process as required for new courses.

Offering of Courses Rejected by the Curriculum Committee – Undergraduate Policy adopted by the Senate, April 1977

Courses rejected by the Undergraduate Curriculum Committee may not be offered under special topics numbers or otherwise included in the Class Schedule unless specifically authorized by the Provost, who shall report the action to the Undergraduate Curriculum Committee.

Offering of Courses Rejected by the Curriculum Committee – Graduate

Graduate-level courses rejected by the Graduate Council may not be offered under special topics numbers or otherwise included in the Class Schedule unless approval is granted by the Dean of the Division of Graduate Affairs.

The Minor

Policy adopted by the Senate, December 1975; Revised May 1986

The minor serves an important educational purpose and is offered at SDSU in over sixty different fields of study. It is intended to provide students with the opportunity to develop a degree of competence in a field beyond the area of their major course of study. Like the major, the minor offers an integrated and coherent pattern of coursework organized around the principal areas of interest or subfields of academic disciplines and interdisciplinary areas. It combines lower and upper division coursework in proportions appropriate to the various disciplines. The specific regulations concerning the minor are as follows:

1. The minor shall consist of 15–24 units, the specific number to be determined by the academic departments and programs, and approved through the normal university curricular process. Minors which require considerable lower division preparation before students can begin upper division work will tend to include more units than minors where this is not the case.
2. Normally, 12 units of coursework in the minor will be upper division units. A minimum of six upper division units must be completed at SDSU. In minors where the number of prerequisite lower division units makes it impossible to take 12 upper division units without exceeding a total of 22 to 24 units, the required upper division coursework may be reduced to six units with the approval of the Undergraduate Curriculum Committee.
3. The minor is intended to provide students with a coherent pattern of coursework which will enable them to develop a degree of competence in a limited field of study. Departments and programs offering minors must, therefore, indicate the specific subject areas to which individual courses relate rather than permit a merely random selection of courses from a department or program.
4. The subject areas in which programs in the minor are offered should be such that the limited number of units required in a minor is sufficient to enable a student to achieve a reasonable degree of competence in the area. The degree of competence achieved will be considerably less than that required by a major, but should nevertheless constitute a worthwhile educational objective.
5. Courses taken in satisfaction of a minor may be used to meet requirements in General Education. In addition, courses taken to satisfy the preparation for the major requirements may be used as a part of a minor. However, no course may be used to satisfy the requirements for both a major and a minor.
6. The minimum grade point average for awarding a minor at the time of graduation is 2.0 (C) or better in all units applicable toward the minor, including those accepted by transfer from another institution.