

Credit Extension Course Proposal Form - Instructions

Please read the following instructions before completing this form. Should you have questions concerning any item, contact the Extension office for clarification.

This form is to be used for credit courses. Undergraduate courses require the approval of the appropriate department chair and college dean before final review by Extension. Approval of the Undergraduate and Graduate Topics Committees is required for all Selected and Experimental Topics courses (296, 496, 596, 696), Latin American Studies 580, Psychology 796, 886, and General Studies courses.

A course outline must accompany this proposal.

Individuals not affiliated with a San Diego State University academic department must attach a resume.

- Instructor.** List full name of the “Instructor of Record,” the person whose name will appear on the official grade sheet and who will be responsible for assigning grades and returning grade sheet to Enrollment Services. Include home and business addresses and indicate to which address the grade sheet should be mailed. The social security number must be listed. If the course is team taught, please list both instructors information.
- Will instructor be paid by Extended Studies?** Normally, Extension has two fee tuition categories: regular and contract. The less expensive contract rate is usually charged if the instructor is to be paid by another agency or if the instructor is to receive no pay. The higher rate is charged when Extended Studies is responsible for the instructor’s pay.
- Contracting agency.** Provide name, address and phone number. A contracting agency is an agency or organization that is providing a class for its employees or members, for which it is paying the cost of instruction. Extension then charges the students the contract tuition rate for credit.
- Sponsoring department.** Enter the name of the department through which the credit will be earned, i.e., Drama, Geology, Teacher Education, etc.
- Course number.** Enter the proposed course number. If you don’t know what course number is appropriate, leave blank and the department will assign the number.
- Course title.** Enter title proposed for the course. Do not abbreviate the title.
- Units.** Enter the semester units of credit to be given for the proposed course. A lecture discussion course requires from 750 to 800 contact minutes for a unit of credit (13-15 hours).
- Course description.** Course description as it may appear in the bulletin. This is a very important item. It is what will sell your class. (Note: Contract courses generally do not appear in the bulletin, but an extensive description is still required.) The description should include the topics to be covered, experiences obtained or activities engaged in and the principle objective(s) of the course.

9. **Prerequisites.** All upper division courses should have a prerequisite or a justification should be included on the proposal form as to why you feel there should not be one.
10. **Total Number of hours class will meet.** According to university policy, a credit hour represents 50 minutes of lecture or recitation. Two hours of activity (as in physical education) or three hours of laboratory (as in the sciences) are considered equivalent to one hour of lecture.
11. **Course dates, times, days.** State when the course will be taught. Please note, that the end date of your class determines when your grade sheet will be printed and due back. If you have assignments that are not due back until several weeks after the end of class, you should note this on the proposal so that the grade sheet will not be due back to Enrollment Services before grades can be assigned.
12. **Location.** (a) Indicate where the class will be taught. (b) Indicate whether you or Extended Studies should make the room reservations.
13. **Writing Component.** Consists of a variety of assignments, e.g., term papers, book/journal, article reviews, summer reports of exhibits, essay and/or take-home exams. If a writing requirement is not considered appropriate for the specific course, justification must be given (implementation of Senate recommendation for Student Literacy, 5/11/82).
14. **Text(s).** List anticipated textual material and relevant references. You are responsible for ordering your own texts. You may do so through SDSU Bookstore, (619) 594-7535.
15. **Grading.** Indicate if course is to be available for CR/NC only if letter grade will be given.
16. **Grading standards.** (a) Describe the grading standards and weights to be assigned to the various course work components. (b) for 500-numbered courses, specify any special requirements for graduate students. (c) For 500-numbered courses, if grading standards and weights are identical for graduate and undergraduate students, please justify.
17. **Special Requirements.** For 500-numbered courses:
 - a. specify any special requirements for graduate students.
 - b. if grading standards and weights are identical for graduate and undergraduate students, please justify.
18. **Previous offering of course.** If this course has been offered previously, please indicate the semester(s) and year(s) in which it was offered and the specific title(s) under which it was offered.