

### **Topics Courses (296, 496, 596, 696, Latin American Studies 580, Psychology 796, 886) and General Studies Courses**

The Undergraduate Topics Committee (a subcommittee of the Undergraduate Curriculum Committee) and the Graduate Topics Committee (a subcommittee of the Graduate Curriculum Committee) are responsible for reviewing proposals for all topics and General Studies courses to be offered during the regular academic year, in extension, and in special sessions (i.e., summer term sessions). A detailed description of the policies and procedures appears on page 42.

### **Credit/No Credit Courses – Undergraduate Policy adopted by the Senate, April 1977**

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

### **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" where appropriate.