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# Policies and Procedures

The SDSU Curriculum Guide has been compiled to assist you in preparing curricular proposals for processing for consideration for inclusion in the *General Catalog*, the *Imperial Valley Campus Bulletin*, and the *Graduate Bulletin*. Also included are instructions on how to submit proposals for new certificate programs, for a degree to be placed in the Academic Master Plan, and for topics courses and General Studies courses to be included in the SDSU *Class Schedule* and in the College of Extended Studies catalogs. Special attention should be given to the following information:

## CurricUNET

CurricUNET is to be used to submit all proposals for new courses, modification of existing courses (course change, deactivation, or reinstatement), and changes to existing programs such as majors, minors, emphases, concentrations, etc. A list of questions that need to be answered for new programs is included elsewhere in this guide. For program discontinuation, refer to the policy statement on page 160.

CurricUNET is available on the SDSU website at <http://www-rohan.sdsu.edu/~acserv/>

## Course Classification System

In accordance with the Chancellor's Office guidelines affecting faculty staffing, each course offered at the university is assigned a classification code known as the C/S classification. A course is designated C1–C21 or S23, S24, S25, S36, or S48 to describe the mode of instruction (e.g., lecture, laboratory, activity, seminar), the approximate number of students to be enrolled and the workload credit (weighted teaching units) to be assigned to the instructor responsible for the course.

A detailed description of the California State University Course Classification System and the revised policy on supervision courses begins on page 140. The chart should be reviewed when preparing proposals for new courses or modifications to existing ones, with attention to the effect the proposed additions or changes will have upon departmental staffing, facilities and the accommodations of students.

In February 1992, an amendment was made to the Faculty Workload Policy (EP&R 76–36). Essentially, the change allows us to base the use of supervision codes on student contact hours rather than discipline and course level.

Special attention should also be given to the selection of the C/S classification for a course since the information provided on the course proposal forms is transferred to the computerized course catalog file and is used in determining the weighted teaching units for the academic planning data base reports.

## How to Change a C/S Number

Departments wishing to initiate a C/S number change for a particular course can do so by submitting a modification proposal via CurricUNET.

## Use of 496 and 499 Courses

### Policy adopted by the Senate, November 6, 1984; Revised May 13, 1986

The Undergraduate Curriculum Committee formulated the following statement to clarify the unique attributes of courses numbered 496 and 499. All departments across the campus should interpret these courses in a similar manner and offer their curricular presentations under the appropriate rubric.

A **499 number** signifies a well-defined, one-of-a-kind special study usually on a topic or in an area not covered by a regular, titled catalog course. It may be offered only with the consent of the instructor and is intended only for an individual student who has demonstrated ability to work independently and who is clearly qualified to work at an advanced level in the discipline. The instructor is expected to meet with the student regularly and by schedule to plan, monitor, and direct progress. Standard grading procedures must apply as in all other university courses. The maximum credit applicable toward a bachelor's degree is nine units. A 499 number should not be used in the following circumstances: to offer lower division coursework; to extend internships; to award academic credit in place of pay; for work experience; for class-sized groups.

The **496 number** designates defined, selected topics not specifically treated in regular catalog courses. It may thus be used either as an experimental precursor to a new course proposal or as a vehicle to explore current interests through a standard course format, including syllabus, texts or bibliography, explicit procedure or methodology, and an appropriate student population. Unlike the 499 course, the topics course should be subjected to a reasonable departmental review for need, relevance, and substance, since it must pass a series of reviews before being included in the *Class Schedule*.