

## UPS 411.100

# CURRICULUM GUIDELINES AND PROCEDURES: COURSES

*This document includes guidelines and procedures pertaining to the following:*

- I. Regular Courses
- II. Short Duration Course Offerings
- III. Remedial Courses
- IV. Special Courses
- V. Variable Topic Courses
- VI. Graduate Courses
- VII. 700-701 Course Numbers
- VIII. 900-999 Courses
- IX. Course Changes
- X. Course Retirement

*Note: for Policy on Televised Courses, refer to UPS 411.103.*

### **I. REGULAR COURSES**

(Regular courses are those which constitute an integral part of the university curriculum and which appear in class schedules, master plans for degree programs, and the *University Catalog*.)

*Note: All references to the University Curriculum Committee (UCC) within this policy also apply to the Graduate Education Committee for Processing 500- to 900-level courses.*

- A. Sequence of Development and Review:** There shall be a cycle every semester for the approval of regular courses. The fall semester cycle begins on September 1, and the spring semester cycle begins on February 1. Each cycle shall be

completed with the transmission of recommendations to the President by the end of the semester. All new course proposals shall be subject to the following process:

1. *Initiation:* New course proposals may be initiated by academic units, (departments/division/programs) or by individuals or groups within the University community.
2. *Development:* Those initiating a course proposal must secure the sponsorship of an academic unit. The University Curriculum Committee shall develop a new-course proposal form. It shall be the responsibility of the sponsoring academic unit to complete the new-course proposal form. The course proposal will be judged on the basis of the information supplied on the new-course proposal form, which therefore must be complete and accurate.
3. *Consultation:* It shall be the responsibility of the proposing academic unit to consult with other academic units which might have an interest in the proposed course. Evidence of such consultation shall be included in the course proposal.
4. *Submission and Publication:* Complete course proposals must be submitted by school deans to the Academic Programs Office by the end of the previous semester. Each cycle begins with the distribution to all university faculty of a list of proposed courses and their catalog descriptions together with a deadline for raising questions and challenges. Course proposals shall be available for examination in the office of the Associate Vice President (AVP) for Academic Programs and the office of the Academic Senate (AS).
5. *University Committee Role:* The University Curriculum Committee (UCC) shall be the central university level committee for curriculum review as detailed below. However, for courses proposed for general education, the General Education Committee (GEC) shall act in place of the UCC. This includes receiving lists from the AVP, Academic Programs; and receiving, reviewing and adjudicating changes to proposed new courses.
6. *Fall Cycle Deadlines:* The fall cycle begins on September 1 with the distribution of the list of proposed courses by the AVP. Courses which are not challenged shall be sent to the University Curriculum Committee (UCC) by September 15. The UCC shall send its recommendations to the AS by November 1. The AS shall send its recommendations to the President by the end of the fall semester.

Courses, which are challenged shall be sent to the UCC by November 1. The UCC shall send its recommendations to the AS by December 1. The AS shall send its recommendations to the President by the end of the semester.

7. *Spring Cycle Deadlines:* The spring cycle begins on February 1 with the distribution of the list of proposed courses by the AVP. Courses, which are not challenged shall be sent to the University Curriculum Committee (UCC) by February 15. The UCC shall send its recommendations to the AS by April 1. The AS shall send its recommendations to the President by the end of the spring semester.

Courses, which are challenged shall be sent to the UCC by April 1. The UCC shall send its recommendations to the AS by May 1. The AS shall send its recommendations to the President by the end of the semester.

8. *Recommendations:* Recommendations may include approval, disapproval, or further consideration.
9. *Questions and Challenges:* A question is a written inquiry about the appropriateness of a new course proposal. A challenge is the conversion of a question into a formal request to disapprove a new course proposal on specific jurisdictional or academic grounds. Courses may be questioned by faculty during the 10-class-day period following publication. The deadlines for converting questions into challenges are November 1 for the fall cycle and April 1 for the spring cycle.
  - a. Questions shall be submitted in writing to the AVP, Academic Programs, with copies to the dean of the school that proposed the course, the Chair of the School Curriculum Committee, and the chair/coordinator of the proposing academic units. The school curriculum committee shall consult with the questioner(s), proposer(s), and dean to seek resolution of the question(s). If the question is not resolved to the questioner's satisfaction, the question may be converted to a challenge with the sponsorship of an academic unit or a committee thereof.
  - b. A challenge must be sponsored by an academic unit or a committee thereof. A challenge must be submitted in writing to AVP, Academic Programs, with copies to the chair of the University Curriculum Committee, the dean of the school that proposed the course, the dean of the school where the challenge originated, and the chair/coordinator of the proposing academic unit.

The University Curriculum Committee shall then hold an open hearing on the challenge, to which all interested parties shall be invited. Following the hearing, the University Curriculum Committee shall make its recommendation to the Academic Senate.

- 10. *School Review:*** Upon receipt of new course proposals, the dean shall submit them to the school curriculum committee for review. Deadlines for review within each school will be set to ensure the school review process is completed by the end of each semester when course proposals are to be submitted to the AVP, Academic Programs.

*The school review process shall include:*

- a.** verification that the new course proposal forms are completely and accurately filled out, and that appropriate consultation has taken place;
  - b.** evaluation of the curricular merit of the proposal including its appropriateness for the students for whom it is intended (general education, undergraduate majors, graduate students, etc.);
  - c.** consideration of questions raised by faculty;
  - d.** consultation with the dean and proposing group to resolve ambiguities or shortcomings in the course proposal; and
  - e.** recommendation to the University Curriculum Committee. The recommendation shall include a tally of the vote of the school curriculum committee.
- 11. *Dean's Recommendation:*** The school curriculum committee shall return the new course proposals with its recommendations to the dean, who shall append his/her own recommendation. The dean shall forward the proposal and recommendations to the Associate Vice President, Academic Programs.
- 12. *University Level Review:*** The AVP, Academic Programs, upon receipt of new course proposals which have been reviewed and recommended by the school curriculum committee and the school dean, shall forward the proposals (a) to the chair of the University Curriculum Committee (UCC), or, (b) in the instance of new course proposals supported both by the dean and by the school curriculum committee, and which seek approval for general education, to the chair of the General Education Committee (GE).
- a.** **UCC Review:** New course proposals which have been approved by both the school curriculum committee and the school dean or which have been disapproved by both the school curriculum committee and the school dean shall be placed on the consent calendar of the UCC for a regularly scheduled meeting following receipt by the chair. Such new course proposals will remain on the UCC's consent calendar for two consecutive meetings. In the absence of a request by two members of the UCC to consider a course proposal as an item of new

business, the recommendations of the school curriculum committee and the school dean shall be accepted and forwarded to the Academic Senate as University Curriculum Committee recommendations.

- b. When there is disagreement between the recommendation of the school curriculum committee and the school dean concerning a new course proposal, that proposal shall be put on the agenda as an item of new business. The chair of the academic unit sponsoring the course, the chair of the school curriculum committee and the school dean shall each be invited to make a presentation before the UCC prior to the UCC's adopting a recommendation concerning the course. The UCC's recommendation and all related memoranda concerning the course shall be forwarded to the Academic Senate. However, if the course proposal in question is nominated for the General Education program, the UCC's recommendation and all related memoranda shall be sent to the GE Committee prior to being forwarded to the Academic Senate.
- c. **GE Review: Publication.** Prior to the commencement of any substantive review, the AVP, Academic Programs shall insure that the campus community is given notice of the complete list of proposed courses that seek approval for the GE program. At a minimum, the list shall be provided to school deans, department or divisions chairs, and to members of the Academic Senate.
- d. **GE Review: Substantive.** Course proposals forwarded to the GE Committee shall be reviewed both for conformance with university standards for all curriculum (unless previously so reviewed by the UCC), and for conformance with the standards set forth in UPS 411.201, General Education: Goals for Student Learning.

**13. *Academic Senate Approval:*** The Academic Senate shall receive the master lists of new courses from the University Curriculum Committee and from the General Education Committee together with all recommendations. The Academic Senate shall recommend to the President those courses which it approved for incorporation into the university curriculum.

**B. *Implementation:*** Following the President's approval of incorporation of courses into the curriculum, the Office of the AVP, Academic Programs, shall be responsible for implementing the curricular decisions.

- 1. *Courses proposed for general education credit*** shall be forwarded with recommendations to the General Education Committee.\* The General Education Committee shall review and recommend whether these courses shall be used to fulfill general education requirements and shall transmit the proposals and all recommendations to the AVP, Academic Programs. Copies of the recommendations shall be sent to the dean of the school where

publication occurred and to the chair/coordinator of the proposing academic unit.

2. *Courses proposed to meet the upper division writing requirement* shall be forwarded with recommendations to the University Board on Writing Proficiency.\* The University Board on Writing Proficiency shall decide whether these courses shall be used to fulfill university upper division writing requirements and shall transmit the proposals and all recommendations to the AVP, Academic Programs. Copies of the recommendations shall be sent to the dean of the school where publication occurred and to the chair/coordinator of the proposing academic unit.
3. *When approval of a new course would mean a change in the graduate program of the academic unit accepting the course*, the program change shall be referred to the Graduate Education Committee.\* The Graduate Education Committee shall review and recommend concerning the program change, and shall transmit the proposal and all recommendations to the AVP, Academic Programs. Copies of the recommendations shall be sent to the dean of the school where publication occurred and to the chair/coordinator of the proposing academic unit.

### **C. School Curriculum Committees**

1. *Composition:* The school curriculum committees shall be representative of the constituencies within the school and shall be comprised of at least five faculty members and at least one student representative from the school. A description of the election process used in each school shall be forwarded to the Associate Vice President, Academic Programs, and the Academic Senate Office.
2. *Selection:* Faculty members of the committee shall be elected by the school faculty in a manner which they have determined. Faculty members' terms should be overlapping in order to ensure continuity.
3. *Responsibilities:* Each school curriculum committee shall be responsible for new course proposal review and recommendation described in I.A.6. of this document. In addition, it may advise the University Curriculum Committee or the school dean upon request.

## **II. SHORT DURATION COURSE OFFERINGS**

- A. **Courses to be offered in the following short duration circumstances shall be reviewed by school curriculum committees and school deans:**
  1. 3-unit courses to be offered in fewer than 5 calendar weeks;

2. 2-unit courses to be offered in fewer than 3 calendar weeks;
  3. 1-unit courses to be offered in less than one calendar week.
- B. Review shall take place pursuant to a form developed and approved by the University Curriculum Committee and maintained by the Office of Academic Programs.** Upon approval by appropriate department and school curricular processes and by the school dean, copies of the form will be placed in appropriate school and department files, and a copy of the form will be forwarded to the Associate Vice President for Academic Programs for maintenance with the official approved course documents on file.
- C. In instances of disagreement between a school curriculum committee and a school dean regarding approval of a short duration course offering,** the proposal shall be transmitted to the Associate Vice President, Academic Programs for review by the University Curriculum Committee. The proposed short duration offering shall not be approved unless two-thirds of the University Curriculum Committee members present and voting vote for a motion of approval.
- D. The provision in item (C)** shall not be construed as applying to the scheduling of a short duration course offering, but instead shall apply only to an analysis of its curricular content.
- E. The course proposal form and the review of short duration offerings shall reflect consideration of these criteria.**
1. Research, library, and laboratory facilities, support levels, instructional hours, typicality of instructional population, prerequisites, etc., must be demonstrated to meet expected campus equivalence.
  2. Counseling and academic advisement services must be provided to students on a regular schedule.
  3. Instructional resources (e.g., required texts, supplemental readings, papers, media, guest speakers, clinics, laboratories) must be shown to be equivalent of course offerings in the regular semester.
  4. Instructional strategies (e.g., lecture, seminar, small group, coaching, laboratory activities, practicum, fieldwork, demonstrations) must be explained and justified in the context of the short duration offerings.
  5. Bases for determining student grades, such as examinations and written papers, must be shown to be the equivalent of course offerings in the regular semester.

6. Because of fundamental differences in focus and depth expected for course offerings at different levels (see UPS 411.101), scrutiny will normally be more stringent for proposals to offer short duration courses that are numbered at higher levels than for courses that are numbered at lower levels.

**F. After a short duration offering has been twice approved and offered,** subsequent offerings of the same course need not be approved again by the appropriate school curriculum committee. However, school deans shall, in case of doubt, call upon school curriculum committees to determine whether a proposed offering is in fact the same as a previously approved short duration offering.

### **III. REMEDIAL COURSES**

**A. Remedial courses are designed to correct deficiencies of skills** in reading, grammar, composition, and mathematics traditionally taught in grades 10 through 12 (high school) and traditionally associated with preparation for college-level study.

**B. Approval of remedial courses** shall follow the same guidelines and procedures as regular courses except as noted below:

1. Remedial courses shall be numbered in the 001-099 range and shall not carry degree credit.
2. Requests to change any existing course to a remedial course must be made by filing a course change form with the AVP, Academic Programs.
3. The designation of any course as remedial must be reviewed by the University Curriculum Committee and approved by the Academic Senate.
4. The catalog description of remedial courses must contain the following description: "Degree credit is not awarded for this course."

**C. Remedial courses in principle** should not utilize faculty and other resources at the expense of regular university level curriculum.

### **IV. SPECIAL COURSES**

**A. The special course category is intended to provide departments** with the opportunity to offer limited numbers of courses which have not become a regular part of the curriculum. Such courses may fall under one or more of the following categories:

1. Experimental courses which may subsequently be submitted as new course proposals for inclusion in the regular curriculum.
2. Courses which are anticipated to become integral portions of degree programs but which have not been submitted to the University Curriculum Committee in time to be included in the review cycle for new courses.
3. Courses which are not intended to become permanent, e.g., courses offered by visiting professors, courses offered as a part of a grant project.

New Courses which have been proposed and reviewed for inclusion in the regular curriculum and which have been rejected by Academic Senate (or its appropriate committees) shall not be offered as special courses.

**B. Special courses may be offered in the regular program subject to the following guidelines:**

1. Special courses shall be approved by an appropriate sponsoring academic unit, the school dean, and the AVP, Academic Programs.
2. Special courses shall be recorded in a master schedule kept by AVP, Academic Programs and by the appropriate school deans.
3. A special course may be offered three times and a fourth time if it is in the New Course Proposal Cycle.
4. No more than one section of a special course may be taught in a given term.
5. The number of weighted teaching units that an academic unit may devote to special courses is restricted proportionately to the size of its faculty, as follows:

3 units per term for departments having fewer than 4 FTEF

6 units per term for departments having at least 4 but fewer than 8 FTEF

9 units per term for departments having at least 8 but fewer than 12 FTEF

12 units per term for departments having at least 12 but fewer than 16 FTEF

15 units per term for departments having at least 16 but fewer than 20 FTEF

18 units per term for departments having more than 20 FTEF.

6. Catalog-type descriptions of all special courses shall be printed in a separate section of the Class Schedule. The AVP, Academic Programs will circularize to all faculty similar descriptions for all special courses submitted after the printing of the Class Schedule.
7. Special courses are subject to academic and jurisdictional challenge. School deans shall examine proposed courses with this in mind and, when the course content substantially overlaps the offerings and/or impinges on the mission of other departments, shall seek evidence of appropriate consultation. The Associate Vice President, Academic Programs shall deny approval of these courses when doubt persists regarding the appropriateness of the jurisdiction.

Academic units may submit written challenges in the ten class days following publication of the Class Schedule and subsequent addenda. The challenged course may be offered as scheduled, but shall not be offered again until the conflict is resolved in accordance with UPS 411.102.

8. The following statement shall appear on the scheduling form for special courses and be signed by the department chair, the school dean and the AVP, Academic Programs: "This course conforms with the guidelines for Special Courses in UPS 411.100."
- C. Special Courses may be offered through extension in conformity with the guidelines for on-campus special courses.** However, additional approvals are necessary when out-of-state travel is involved. (See UPS 450.700)
- D. Exceptions to the above guidelines** may be petitioned by academic units, but must be approved by the AVP, Academic Programs, in consultation with the appropriate school dean(s) and the University Curriculum Committee.

## V. VARIABLE TOPIC COURSES

A variable topic course is a series of related regular courses, which share a common theme, a common course title, and a common course number. Each course in the series is united by a common theme, which is expressed by the course title. Individual topics in the variable topic series are courses, which would not be offered frequently enough to remain in the University Catalog as separate regular courses.

- A. At the time of submittal into the regular course approval cycle,** proposed courses designated as variable topic courses shall include subtitles and outlines for each topic to be offered in the series. Subtitles and outlines for each approved topic in the series shall be recorded in a master schedule kept by the appropriate school dean and by the AVP, Academic Programs.

- B. After approval of the original variable topic course and topics**, subsequent topics, accompanied by subtitles and outlines, may be added to the original series after approval by the department, school dean, and school curriculum committee. The AVP, Academic Programs, shall be notified of such proposed additions. If the AVP, Academic Programs, believes there to be significant curricular impacts beyond a single school, he/she may refer the topic to the University Curriculum Committee or the Graduate Education Committee. Following review of the topic by the school curriculum committee (and, if referred to it, by the University Curriculum Committee or the Graduate Education Committee), AVP, Academic Programs, shall act upon the recommendation of the appropriate curriculum committee.

When the original variable topic course has been included in the general education program, additional topics must be reviewed and approved by the General Education Committee prior to their being offered.

- C. Topics which are not in the approved series** may be offered in the series as a special course on one occasion.
- D. Catalog-type descriptions of the particular topic being taught as part of a variable topic series** shall appear in a separate section of the Class Schedule.
- E. Individual topics in a variable topic series** may be questioned or challenged by academic units in accordance with Section I. A. 5. of UPS 411.100. The questioned or challenged topic may be offered as scheduled but may not be offered again until the conflict is resolved.

## **VI. GRADUATE COURSES**

Courses at the graduate level draw upon, apply, and extend knowledge and skills previously acquired through undergraduate study. These courses deal with substantially more advanced and complex ideas, materials, techniques or problems than undergraduate courses.

- A. It is assumed that students who enroll in graduate courses possess:**
- 1.** Maturity, responsibility, and scholarly integrity appropriate to study beyond the baccalaureate level.
  - 2.** A broad base of knowledge represented by the possession of a bachelor's degree.
  - 3.** A command of basic techniques and skills essential for independent, self-directed study in the field.

**B. The graduate course requires:**

1. The identification and investigation of theory or principle.
2. The application of theory to new ideas, problems, and materials.
3. Extensive use of bibliographic and other resource materials with emphasis on primary sources of data.
4. Demonstration of competence in the scholarly presentation of the results of independent study.
5. Evidence of advanced skill in reading critically, writing clearly and arguing persuasively.

**C. Graduate students enrolled in 400-level courses will be expected to:**

1. Complete at least one additional assignment beyond that required of undergraduate students in the same course.
2. Demonstrate, in their written and oral performance in the course, quality higher than that expected of an undergraduate.
3. Demonstrate competence in areas required by a graduate-level course (See "VI.B." above).

**D. Proposals of new 400-level courses that will be used on graduate study plans** will be reviewed by the Graduate Education Committee in addition to the University Curriculum Committee.

**E. When an academic unit which does not have a graduate degree** proposes a regular or special graduate course (500-700 level), an existing graduate degree program must be designated to which it would initially apply. Such courses must be approved by the academic unit with the graduate program as well as the sponsoring academic unit.

**F. Petitions for exception** require the approval of the Associate Vice President, Academic Programs.

**VII. 700-701 COURSE NUMBERS**

These are course numbers, which provide opportunity for graduate and postbaccalaureate students (including those seeking the credential) to maintain continuous enrollment during a particular semester, when they are not enrolled in

regular courses. These numbers do not represent courses and do not therefore grant credit.

### **VIII. 900-999 COURSE NUMBERS**

- A. Courses may be created** which are not applicable to an academic degree to serve those who wish postbaccalaureate study not leading to a degree..
- B. These courses are to be numbered** in the sequence 900-999.
- C. Enrollment in 900-level courses** shall be restricted to persons holding the baccalaureate.
- D. The procedure for the review and approval of the courses** shall be the same as that established by UPS documents for regular courses.
- E. These courses shall originate and be taught** only at the discretion of departments/division/programs involved and when approved shall be staffed by the originating unit.

### **IX. COURSE CHANGES**

- A. Academic units are encouraged to retitle courses and rewrite course descriptions** if such changes communicate more clearly the content of the course. (For Catalog purposes, course descriptions should not exceed forty words.)
- B. Changes to be reported** through procedures other than the submission of catalog copy include the following:
  - 1.** Increase or decrease in unit values;
  - 2.** Shifts in course level (remedial, lower division, upper division, graduate, postgraduate, extension);
  - 3.** Change in type of course (e.g., lecture, seminar, laboratory, or activity, requiring a change in staffing formula);
  - 3.** Change in course title or numbering.
- C. Changes, such as those in A. and B. above,** shall be submitted by the academic unit on the "Course Change Form" and forwarded for review and approval to the dean of the school, who will in turn forward the course changes to the Office of the AVP, Academic Programs.

- D. If the change in an existing course is substantive, or if an approved course is divided or expanded into a longer sequence,** the course(s) shall be submitted as a new, regular course proposal.
- E. If an existing course has undergone a substantive change, and has not been submitted as a new course proposal,** the University Curriculum Committee may recommend to Academic Senate withdrawal of the course from the university curriculum.

**X. COURSE RETIREMENT**

- A. Except for service courses, for which notice of retirement must be given eighteen months in advance, academic units may retire courses under their jurisdiction from the curriculum and the University Catalog.** Academic units are to advise the dean of the school and the AVP, Academic Programs, of such action.
- B. When a unit wishes to reactivate a course, which has been retired,** the guidelines for initiating regular courses shall apply.
- C. Any course, which has not been offered in the regular academic year for four years shall be deleted from the university curriculum and the Catalog.** The regular academic year does not include intersession, extension, special session or summer session. A course is considered to have been offered if it meets through census date. Notification of potential course deletion shall be given to the academic unit sponsoring the course at the conclusion of the third year.
- D. The Office of the Associate Vice President, Academic Programs, shall publish annually,** for information purposes, a list of courses that are being dropped from the University Catalog

**EFFECTIVE DATE: August 16, 2000**  
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7-19-99 and ASD 00-67

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*\* Associated Vice President, Academic Programs,  
should receive an information copy*