

# Courses and Curricula

## Absence from Class

### Instructor Initiated Drop Policy

Students who do not attend the first class session and the beginning of the second class session of a course may be dropped from that course by the instructor within the first 12 class days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 class days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. It is the student's responsibility to keep a current e-mail address on file through the SDSU WebPortal at <http://www.sdsu.edu/portal>. To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 class days of the semester by 6:00 p.m.

NOT ALL INSTRUCTORS WILL DROP STUDENTS WHO MISS THE FIRST CLASS SESSION AND THE BEGINNING OF THE SECOND CLASS SESSION. Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 class days of the semester by 6:00 p.m.

### Religious Observances

By the end of the second week of classes, students should notify the instructors of affected courses of planned absences for religious observances. Instructors shall reasonably accommodate students who notify them in advance of planned absences for religious observances.

## Schedule Adjustment Policy

All schedule adjustments (formerly called Change of Program) MUST BE COMPLETED BY THE END OF THE 15th CLASS DAY OF THE SEMESTER BY 6:00 P.M. The schedule adjustment period allows you to add a course, drop a course, withdraw from the university, and change grading basis. Students will no longer be allowed to make ANY schedule changes (excluding total withdrawal from the university for extremely serious, documented cases involving health or accident) after the 15th class day of the semester by 6:00 p.m.

## Numbering of Courses

Courses numbered 80 through 99 are nonbaccalaureate level and are not acceptable for a bachelor's degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses.

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the university with post-baccalaureate classified standing. Undergraduate students may enroll in these courses only if they are officially admitted to a blended or integrated program where undergraduate and credential coursework is included in the same program. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered 397 offered in regular sessions are professional advancement/training or tutorial/discussion classes that may accompany other credit courses and are not acceptable towards an undergraduate or graduate degree.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

## The Unit or Credit Hour

In the listing of courses that follow, figures in parentheses indicate the unit value of the course. One unit or credit hour represents

50 minutes of recitation or lecture, together with the required preparation, or three hours of laboratory work or two hours of activities, each week for a semester.

## Prerequisites for Undergraduate Courses

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 current catalog and current class schedule, to evaluate equivalent preparation, and to require proof that such prerequisites/preparation have been completed. Students who do not meet prerequisite requirements can be dropped within the first 12 days of the semester.

## Semester in Which Courses Are Offered

In the listing of courses that follows, Roman numeral I indicates a course offered in the fall semester. Roman numeral II indicates a course offered in the spring semester. An "S" indicates a course offered in the summer term.

Following the course title are designations of credit and the semester in which the course is offered.

*Examples:*

- (3) I ..... Three units. Offered in fall semester.
- (3) II ..... Three units. Offered in spring semester.
- (3-3) ..... Three units each semester. Year course normally beginning in fall semester.
- (3-3) I, II ..... Three units each semester. Year course beginning either semester.

Although the university fully expects to carry out the arrangements planned in the list of courses, it reserves the right to make changes. Classes in which the enrollment does not come up to the minimum number set by the Board of Trustees of the California State University may not be offered or may be postponed.

## Common Courses

### Experimental or Selected Studies or Topics or Workshop Courses (96, 296, 496, 596)

Courses offered by departments under the numbers 296, 496, 596 are subject to the following conditions: no more than nine units of such courses shall be applicable toward a bachelor's degree; such courses may be applicable toward the minor or toward preparation for the major only with the approval of the department chair.

Topics courses may be offered by the departments under the number 96. These courses are nonbaccalaureate level and are not acceptable for a bachelor's degree or General Education.

### Special Study (299, 499, 599)

These courses provide opportunity for individual study of a subject not offered in the regular curriculum. The student does this outside of the classroom and must secure the consent of an instructor to supervise the study *before* registering for the course. The student should discuss the topic with the instructor and come to an understanding on the amount of time to be devoted to the topic, the credit to be earned, and the mode of investigation and report to be used. As with regular courses, the expectation is that the student will devote three hours per week to the subject for each unit of credit. A maximum combined credit of nine units of 299, 499, and 599 is applicable to a bachelor's degree. Maximum credit of six units of 499 in one department applicable to a bachelor's degree.

A 499 or 599 number cannot be used to offer lower division coursework. Also, 299, 499, and 599 cannot be used to extend internships, to award academic credit in place of pay, for work experience, or for class-sized groups.

## Credit/No Credit Courses

Courses which are offered for credit/no credit are indicated by the symbols Cr/NC in the course title.