

Proposed Amendment to Requirements for Baccalaureate Degrees, Majors, Concentrations, Minors, and Certificates, S15-255 “SF State Studies amendment”

Rationale

This final proposal to modify the Baccalaureate Requirements Committee was produced after extensive consideration and consultation as well as an advisory vote by the Baccalaureate Requirements Committee. The proposed name change of “Overlay Requirements” to “SF State Studies” better characterizes the role of these key General Education requirements in our SF State Baccalaureate Degree and will help students to understand the value we place upon them.

The following changes have previously been made to the original policy:

- The C2/C3 labels for Humanities and Humanities: Literature were switched to be consistent with community college designations (January 17, 2014)
- The structures of the LDCC and UDCC were modified to require two representatives from each College (October 13, 2013)
- A minimum grade requirement in Area A and B4 of CR or C- or better to fulfill General Education requirements was added (November 22, 2013). This supersedes the course expectation that Area A courses be graded ABC/NC.
- Since the Liberal Studies program is housed in LCA and no longer within the Division of Undergraduate Studies, no separate Liberal Studies representative will be elected to BRC
- The Topical Perspectives option was removed from upper division GE (March 10, 2015)
- The minimum grade requirement in Area A1-3 and B4 is raised to a C or better. CR grades are no longer allowed. (May 2015)

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93 I. Introduction

94 This document delineates the components, expectations, philosophy, and requirements of
95 Baccalaureate Degrees and Certificates awarded by San Francisco State University. It is intended
96 to provide understanding and guidance to those who are charged with the responsibility for
97 creating, maintaining, approving, and evaluating undergraduate curriculum; and to provide
98 specific identification of the requirements for the Bachelor of Arts, Bachelor of Music, and
99 Bachelor of Science, majors, minors, and certificates awarded by San Francisco State University.
100 This document replaces or amends several policy documents approved by the Academic Senate
101 and President of San Francisco State University from 1977 through 2009; the policies attenuated
102 or superseded by this document are identified in section VIII.

103 In the fall of 2005, the Academic Senate created the Graduation Requirements Task Force
104 (GRTF) and called for an assessment of “the appropriateness and value of the university-wide
105 baccalaureate degree requirements currently required of all San Francisco State University
106 undergraduate students” (Academic Senate Policy #F05-237, p. 1). This assessment and the
107 GRTF’s development of new undergraduate degree requirements reflect the significant changes
108 in both faculty and curriculum that have occurred since 1981, the last time a similar
109 comprehensive review had been undertaken at San Francisco State University. The GRTF
110 considered the kind of preparation required for success in the twenty-first century, the needs of
111 the communities we serve, and the primary values and character of our university that we hoped
112 our baccalaureate students would take with them. Each recommendation made by the GRTF was
113 reviewed in light of the educational goals, desires to integrate values and skills across

114 requirements, faculty interests and expertise, and various practical considerations given our large
115 and diverse student body. The review process included self-studies, an external review, extensive
116 consultations on and off campus, multiple proposals, anonymous surveys, formal and informal
117 feedback, and revisions.

118 After extensive consultation and revisions, the GRTF submitted a statement of “Educational
119 Goals for the Baccalaureate at San Francisco State University” to the Academic Senate for its
120 review; the Academic Senate endorsed those educational goals on March 11, 2008 (see
121 Appendix A). The educational goals, as well as best practices identified through the review
122 process, informed the GRTF’s development of a set of recommendations regarding specific
123 degree requirements, course expectations, student learning outcomes, majors, minors, and
124 certificates. Those recommendations, and the educational philosophy upon which they are built,
125 are described in the GRTF’s final report, “Graduation Requirements Task Force (GRTF)
126 Recommendations: Baccalaureate Degree Requirements at San Francisco State University,”
127 submitted on November 20, 2009, to the Academic Senate. The GRTF report succinctly explains
128 the components, expectations, and philosophy of a San Francisco State University baccalaureate
129 degree. Elements of that report are included in the appendices. The report itself should also be
130 considered as a general reference to assist the reader in fully understanding this policy document.

131 **II. General Education and other requirements common to all** 132 **Baccalaureate Degrees**

133 All baccalaureate degree programs include “university-wide” requirements as articulated in the
134 following categories:

- 135 1) General Education, including US/California History/Government requirements
- 136 2) American Ethnic and Racial Minorities requirement
- 137 3) Environmental Sustainability requirement
- 138 4) Global Perspectives requirement
- 139 5) Social Justice requirement
- 140 6) Minimum grade-point average requirements
- 141 7) Residence requirement
- 142 8) Minimum credit-hour requirement
- 143 9) Minimum upper-division credit-hour requirement
- 144 10) Written English requirements

145 The specific requirements for each category are described in the appendices following several
146 statements on how these requirements may be satisfied.

147 In addition, baccalaureate degrees may be awarded by San Francisco State University when
148 students in addition satisfy the two following requirements:

- 149 1) For B.A. degrees, complementary studies requirement
- 150 2) Specialized (major) program of study requirements

151 A student’s diploma and transcript shall indicate the major, concentration, minor, certificate, and
152 complementary studies earned by the student. The student’s transcript may also list other
153 accomplishments, such as hours of community service learning classes, as approved by the
154 Academic Senate and President.

155 **A. Methods of satisfying general education and other degree requirements**

156 **1. SF State Studies**

157 Requirements that are referred to as SF State Studies may be fulfilled by any course (one in
158 general education, a major, a minor, a certificate, complementary studies, or an elective) that
159 carries the overlay designation. Because an SF State Studies course may fulfill more than one
160 requirement, such courses may be completed without taking additional units. A single course
161 may fulfill more than one university-wide requirement and may be listed in more than one place,
162 if it meets all of the course expectations and student learning outcomes for the specified
163 requirement. Courses that satisfy the SF State Studies requirements must be a minimum of 3
164 units.

165 **2. Unlimited Double Counting**

166 “Double counting” refers to the process of allowing a single course or completion of a major to
167 satisfy multiple requirements. Provided a course meets the specified course expectations and
168 student learning outcomes for the designated requirements, students may count the same course
169 for any of the following: multiple university-wide requirements, major requirements, minor
170 requirements, certificate requirements, or complementary studies requirements. In addition,
171 major programs may apply to have specified university-wide requirements fulfilled by
172 completing the major. Double counting to fulfill requirements does not multiply the number of
173 units earned.

174 **3. Transfer Students**

175 Transfer students may complete the 39 units of lower division university-wide requirements, SF
176 State Studies requirements, and lower-division courses in a major, minor, or certificate program,
177 at another campus, if those units have been approved through an approved articulation system or
178 an approved evaluation process. Transfer students who have not completed the equivalent of
179 Written Communication II will have to do so as a prerequisite to GVAR (Graduation Writing
180 Assessment Requirement) courses. Transfer students who do not complete SF State Studies
181 requirements elsewhere will have to complete them at San Francisco State University.

182 **B. General Education Requirements**

183 The list of general education requirements that follows is consistent with the educational goals
184 found in “Educational Goals for the Baccalaureate at San Francisco State University,” endorsed
185 by the Academic Senate on March 11, 2008; and requirements mandated in Executive Order
186 1100, “CSU General Education Breadth Requirements,” which governs general education
187 requirements in the California State University system. Area designations below (i.e., A-E)
188 correspond to areas specified in Executive Order 1100. The subject area distinctions of EO
189 represent domains of knowledge with varying methods of inquiry instead of categories that can
190 be defined by college, department, or program designations. Courses that meet the course
191 expectations and student learning outcomes identified for an area will be approved for that area
192 (see Appendices), regardless of the disciplinary designation of the program making the proposal.
193 The course units specified for a requirement are the minimum number of units required. Courses
194 which require more units (e.g., 4-unit classes instead of 3-unit classes) may be proposed to meet
195 a requirement.

196 All students who earn baccalaureate degrees at San Francisco State University must complete a
197 minimum of 48 units (39 lower division and 9 upper division) of university-wide requirements.
198 The courses taken to fulfill these 48 units may vary for transfer students and students who begin

199 their studies at San Francisco State University, but both types of students must complete the
 200 requirements specified in Table 1.
 201 The minimum grade for satisfying the General Education requirement in courses approved for
 202 written communication I (A2), quantitative reasoning (B4), critical thinking (A3) and oral
 203 communication (A1) shall be C. In any situation wherein a substitution has been allowed for
 204 these courses, such substitution—whether it be for an individual or a program—shall also be
 205 passed at the level of C or higher in order to satisfy the General Education requirement. Given
 206 that the SFSU definition of a CR grade is a C- or better, a grade of a CR will not fulfill the
 207 General Education requirements for the above listed areas. This requirement will go into effect
 208 for all students in A1, A2, A3 and B4 courses taken beginning Fall 2016, regardless of the
 209 Bulletin year for a given student.
 210

Table 1: General Education Requirements of all baccalaureate degrees.

Requirement	Course level	Units	E.O. 11004033 area designation
Oral Communication	LD	3	A
Written English Communication I	LD	3	A
Critical Thinking	LD	3	A
Written English Communication II	LD	3	
Physical Science	LD	3	B
Life Science	LD	3	B
Lab Science	LD	1 *	B
Mathematics/Quantitative Reasoning	LD	3	B
Arts	LD	3	C
Arts or Humanities ¹	LD	3	C
Humanities: Literature ¹	LD	3	C
Social Sciences	LD	3	D
Social Sciences: US History	LD	3	D
Social Sciences: US & CA Government	LD	3	D
Lifelong Learning and Self-Development (LLD)	LD or UD	3 *	E
Physical and/or Life Science	UD	3	B
Arts and/or Humanities	UD	3	C
Social Sciences	UD	3	D
American Ethnic and Racial Minorities (AERM)	LD or UD	3 *	
Environmental Sustainability (ES)	LD or UD	3 *	
Global Perspectives (GP)	LD or UD	3*	
Social Justice (SJ)	LD or UD	3 *	

¹ Please note: the C2/C3 labels for Humanities and Humanities: Literature have been switched since the

original approval of the baccalaureate degree requirements policy to be consistent with community college designations.

Notes: LD = lower division; UD = upper division; * = SF State Studies requirement. For SF State Studies, the unit requirement can be satisfied by either an independent course or a course that also satisfies another general education requirement. For example, a 3-unit physical science course that includes a 1-unit laboratory component satisfies both the 3-unit physical science requirement and the 1-unit lab science requirement.

211

212 **C. Structure for Upper-Division General Education (UDGE)**

213 All students, including transfer students, must complete a total of nine units with the equivalent
214 of one course in each of the following CSU-mandated groupings of domains of knowledge and
215 inquiry: (1) physical and/or life sciences (UD-B), (2) arts and/or humanities (UD-C), and (3)
216 social sciences (UD-D). Students may also choose to complete the Upper-Division General
217 Education Requirement through Integrated Studies or Study Abroad.

218

219 **1. UDGE Disciplinary Perspectives**

220 (9 units minimum; must be taken in residence at San Francisco State University)

221 Upper-division General Education (UDGE) is rooted in the educational goals for baccalaureate
222 degrees at San Francisco State University. Students must complete one course in each of the
223 following groupings of domains of knowledge and inquiry: (1) physical and/or life sciences, (2)
224 arts and/or humanities, and (3) social sciences. Faculty teaching an upper division general
225 education course from one of these domains (e.g. sciences, arts, humanities, or social sciences),
226 are encouraged to draw connections to the others as appropriate. Each course will be designed to
227 meet six student learning outcomes for the designated domain of knowledge and inquiry. A
228 course may not be in more than one domain of knowledge. (see Appendix H)

229 **2. Integrated Studies Option**

230 Students must complete three courses that have been devised by a faculty team into a coherent,
231 integrative program of study; one course in each of the following groupings of domains of
232 knowledge and inquiry: (1) physical and/or life sciences, (2) arts and/or humanities, and (3)
233 social sciences. In order to receive credit for the Upper Division General Education Requirement
234 through the Integrated Studies Option, students must complete a minimum of 9 units on the same
235 theme. (Courses must also meet the course expectations for upper division general education
236 courses indicated earlier. Though the courses must be open to students from any major, the
237 courses can be restricted to cohorts of students taking a particular set of integrated courses.)

238 **3. Study Abroad Option**

239 Students must complete a minimum of three courses, which total at least nine semester units,
240 with a minimum of five units taken in another nation in a CSU-approved Study Abroad program.
241 Courses used to meet the upper division general education requirements through Study Abroad
242 must be approved by a faculty advisor assigned by the Office of International Programs before a
243 student leaves San Francisco State University. The three courses must be selected in the three
244 CSU-mandated domains of knowledge and inquiry: (1) physical and/or life sciences, (2) arts
245 and/or humanities, and (3) social sciences. One to three of the courses may be completed abroad,
246 with any remaining course(s) being completed at San Francisco State University, if necessary to
247 equal at least nine units.

248 For the study abroad program for upper division general education, courses should focus on the
249 host nation [e.g., a course on the geology, flora and fauna, environment, or scientific research of
250 that nation (science), a course on the arts and/or literatures of that nation (arts and humanities), or
251 a course on the histories, geographies, economies, or politics of that nation (social science)]. San
252 Francisco State University courses, taught on campus or elsewhere, should focus on the other
253 nation, region, or continent where students have studied, and address relationships between that
254 area and the United States, and/or on descendants from that area who are now in the United
255 States (e.g., a San Francisco State University course in Asian American Studies on the
256 experience of Chinese Americans as a complement to courses taken about China.).

257

258 **D. American Ethnic and Racial Minorities Requirement**

259 All students must earn a passing or better grade (or “CR”) in a course (one in general education,
260 a major, a minor, a certificate, complementary studies, or an elective) that is designated as an
261 American Ethnic and Racial Minorities (AERM) course.

262 The student learning outcomes and course expectations for American Ethnic and Racial
263 Minorities courses are described in the GRTF final report (see Appendix D).

264 **E. Environmental Sustainability Requirement**

265 All students must earn a passing or better grade (or “CR”) in a course (one in general education,
266 a major, a minor, a certificate, complementary studies, or an elective) that is designated as an
267 Environmental Sustainability (ES) Global Perspectives (GP) course.

268 The student learning outcomes and course expectations for Environmental Sustainability courses
269 are described in the GRTF final report (see Appendix E).

270 **F. Global Perspectives Requirement**

271 All students must earn a passing or better grade (or “CR”) in a course (one in general education,
272 a major, a minor, a certificate, complementary studies, or an elective) that is designated as a
273 Global Perspectives (GP) course.

274 The student learning outcomes and course expectations for Global Perspectives courses are
275 described in the GRTF final report (see Appendix F).

276 **G. Social Justice Requirement**

277 All students must earn a passing or better grade (or “CR”) in a course (one in general education,
278 a major, a minor, a certificate, complementary studies, or an elective) that is designated as a
279 Social Justice (SJ) course. The student learning outcomes and course expectations for Social
280 Justice courses are described in the GRTF final report (see Appendix G).

281 **H. Minimum Grade-point Average Requirement**

282 To be awarded a baccalaureate degree, students must have a grade point average (GPA) of at
283 least 2.00 for all coursework used to satisfy degree requirements; a GPA of at least 2.00 for all
284 coursework completed at San Francisco State University; and a GPA of at least 2.00 for all
285 coursework used to satisfy the major or concentration requirements. Further, to be awarded a
286 minor, a student must have a GPA of at least 2.00 for all coursework used to satisfy the minor
287 requirements.

288 **I. Residency Requirement**

289 To be awarded a baccalaureate degree, students must have completed at least 30 units at San
290 Francisco State University, including at least 24 upper-division units. All students must complete

291 the nine units of upper-division general education requirements at San Francisco State
292 University. At least 12 units of courses used to complete major or concentration requirements
293 must be completed in residence at San Francisco State University.

294 **J. Minimum Credit-hour Requirement**

295 To be awarded a baccalaureate degree, students must have completed at least 120 semester units.
296 These credits may have been earned at SFSU or at another institution, if that credit has been
297 transferred to and approved by San Francisco State University.

298 **K. Minimum Upper-division Credit-hour Requirement**

299 To be awarded a baccalaureate degree, students must have completed at least 40 semester units
300 of upper-division courses.

301 **L. Written English Requirements**

302 To be awarded a baccalaureate degree, students must have earned a C or better grade in Written
303 English Communication I and a C- or better in Written English Communication II, or their
304 equivalents, and satisfied the Graduation Writing Assessment Requirement.

305 **III. Majors**

306 **A. Requirements and restrictions of all major programs**

307 **1. Educational Goals**

308 At the time of creation, revision, and program review, major programs must provide
309 information about how they are contributing to at least four of the university's six
310 educational goals:

- 311 1) Competencies for Lifelong Intellectual Endeavor
- 312 2) Intellectual Attainments
- 313 3) Appreciation of Diversity
- 314 4) Ethical Engagement
- 315 5) Integration and Application of Knowledge
- 316 6) Qualities of Mind and Spirit

317 **2. Prerequisites**

318 Major programs must comply with the following prerequisite rules and the requisite disclosures
319 must appear in the University Bulletin:

- 320 1. If a program does not name specific courses but does establish that a university-wide
321 requirement (e.g. upper or lower division writing, quantitative reasoning, etc.) must be
322 met as a prerequisite, those prerequisites are not counted in the major.
- 323 2. If a program requires students to take specific courses as prerequisites, even if these also
324 meet university-wide requirements, those courses must be listed and counted as units
325 required in the major.
- 326 3. If a program requires students to take general prerequisites in addition to university-wide
327 requirements (e.g. first-year foreign language, a course in world history, etc.) those
328 prerequisites must be listed and counted as units required in the major.
- 329 4. Prerequisites that might be met through prior experiences (e.g., high school courses, AP
330 credit, heritage language experiences, etc.) must be identified.

331 5. If the number of units required in a program varies based on different course options or
332 prerequisites for those options, the major program must clearly explain the variation in
333 units.

334 **3. Lower Division Classes**

335 Major programs are encouraged to allow at least 6 units of lower-division credit to be counted in
336 the major.

337 **4. Writing in the Major**

338 Major programs must require that majors complete a GWAR (Graduation Writing Assessment
339 Requirement) course. In addition major programs should provide intensive experiences, as
340 defined by the program, at the senior level.

341 **5. Technology Related to the Major**

342 Major programs must include curriculum appropriate instruction, as defined by the program, in
343 the technologies most relevant to the major. This may occur in a single course or multiple
344 courses. Courses providing this instruction may be housed in the major program or elsewhere,
345 but major programs should ensure their majors receive this instruction.

346 **6. High Impact Educational Practices**

347 At the time of program review, major programs will be asked which of the following high impact
348 educational practices they provide their major programs, the nature of those practices, and what
349 they know about the effectiveness of such practices for their major programs: (1) first-year
350 seminars and experiences, (2) common intellectual experiences, (3) learning communities, (4)
351 writing-intensive courses, (5) collaborative assignments and projects, (6) undergraduate research,
352 (7) diversity/global learning, (8) service learning, community-based learning, (9) internships, and
353 (10) capstone courses and projects. A summary description of these practices can be found in the
354 GRTF Final Report.

355 **7. Flexibility and Advising**

356 Major programs are encouraged, but not required, to offer students multiple options for
357 completing requirements, when appropriate to do so, and review prerequisites with consideration
358 for what lower-division students and first-semester transfer students would be able to take. Major
359 programs are also encouraged to include on their websites documents students can use to plan
360 the completion of their major.

361 **8. Culminating Experiences**

362 A culminating experience will be required of all students as part of all major programs.
363 Departments and programs will design and implement capstone courses or other culminating
364 experiences for major students at the senior level by Fall 2015. Maximum flexibility will be
365 given to programs and departments in the design of these courses or other experiences, so long as
366 they fulfill the spirit of the culminating experience concept.

367 Definition: The culminating experience requires students nearing the end of their college years to
368 create a project that integrates and applies what they have learned. The project might be a
369 research paper, a performance, a portfolio of “best work”, or an exhibit. It might be attached to a
370 formal course for credit, or might not. Culminating experiences should offer some hands-on
371 element such as internship, study abroad, application of learned skills, or research within the
372 field.

373

374 The following additional recommendations pertain:

- 375 1. Ideally, the culminating experience will integrate learning from the general education
376 program and major as well as co-curricular activities.
- 377 2. It is further recommended that it include a significant writing component appropriate
378 to the discipline.
- 379 3. The culminating experience may be designed as either individual or collaborative
380 courses or projects.

381
382 Departments shall self-evaluate their culminating experience requirements at each program
383 review.
384

385 **B. Requirements and restrictions specific to Bachelor of Science degree** 386 **programs**

387 **1. Minimum and maximum number of units**

388 Ordinarily, Bachelor of Science major programs may not require less than 40 nor more than 70
389 units for completion of the major. It is expected that students will have some electives they can
390 choose themselves within the 120 units needed for the degree. Major programs seeking to exceed
391 the unit limits may request an exception on the basis of major requirements also completing
392 other requirements (e.g., university-wide requirements or complementary studies (see below),
393 accreditation requirements, or some other significant justification.)

394 **C. Requirements and restrictions specific to Bachelor of Music degree** 395 **programs**

396 **1. Minimum and maximum number of units**

397 Ordinarily, Bachelor of Music major programs require 70 units for completion of the major. It is
398 expected that students will have some electives they can choose themselves within the 120 units
399 needed for the degree. Major programs seeking to exceed the unit limits may request an
400 exception on the basis of major requirements also completing other requirements (e.g.,
401 university-wide requirements or complementary studies (see below), accreditation requirements,
402 or some other significant justification.)

403 **D. Requirements and restrictions specific to Bachelor of Arts degree** 404 **programs**

405 **1. Minimum and maximum number of units**

406 Ordinarily, Bachelor of Arts major programs may not require less than 24 nor more than 45 units
407 for completion of the major. It is expected that students will have some electives they can choose
408 themselves within the 120 units needed for the degree. Major programs seeking to exceed the
409 unit limits may request an exception on the basis of major requirements also completing other
410 requirements (e.g., university-wide requirements or complementary studies (see below),
411 accreditation requirements, or some other significant justification.)

412 **2. Complementary Studies Requirement for Majors in BA degree programs**

413 Bachelor of Arts students must complete at least twelve units of complementary studies outside
414 of the primary prefix for the major. Complementary studies units may come from languages
415 other than English, minors, certificates, or a coherent group of courses approved by a major
416 advisor as complementary to the major. With the approval of an advisor in the major, courses

417 that fulfill complementary studies units may be lower or upper division units, resident or transfer
418 units, or units taken in approved study abroad programs. B.A. programs may decide how many,
419 if any, of the complementary units may be counted in the major, and they may designate specific
420 courses to be taken for complementary studies credit or they may develop advising protocols to
421 guide students through this process. Students who complete two majors or a major and a minor
422 automatically complete the complementary studies requirement. Complementary studies units
423 may be included in the maximum units allowed for B.A. degrees (i.e., 45 units) or they may be in
424 addition to that maximum (i.e., 45 units in the major plus 12 additional units in complementary
425 studies.) If complementary studies units are listed as part of the major, the maximum for this
426 combined total is 57 units.

427 Major programs submit their descriptions of complementary studies for their majors for review
428 and approval by the Curriculum Review and Approval Committee. These descriptions will also
429 be evaluated as part of the program review process as programs come up for review. Examples
430 of complementary studies requirements can be found in Appendix I. Students earning Bachelor
431 of Music or Bachelor of Science degrees do not have to complete the complementary studies
432 requirement.

433 **IV. Minors**

434 **A. Definition of Minors**

435 A minor is an area of specialized academic training, disciplinary or interdisciplinary in character,
436 which is typically undertaken by a degree candidate in order to supplement or complement the
437 major field of study, or to provide academic training in a minor subject or alternative field of
438 study. In comparison to a major field of study, the disciplinary minor is generally more narrow
439 or restricted in scope while the interdisciplinary minor will typically exhibit a broader area of
440 subject coverage. In both instances, fewer course credits are required than in the major field of
441 study.

442 **B. Prerequisites**

443 Minors must comply with the following prerequisite rules and the requisite disclosures must
444 appear in the University Bulletin:

- 445 1. If a program does not name specific courses but does establish that a university-wide
446 requirement (e.g. upper or lower division writing, quantitative reasoning, lower division
447 art, etc.) must be met as a prerequisite, those prerequisites are not counted in the minor.
- 448 2. If a program requires students to take specific courses as prerequisites, even if these also
449 meet university-wide requirements, those courses must be listed and counted as units
450 required in the minor.
- 451 3. If a program requires students to take general prerequisites in addition to university-wide
452 requirements (e.g. first year foreign language, a course in world history, etc.) those
453 prerequisites must be listed and counted as units required in the minor.
- 454 4. Prerequisites that might be met through prior experiences (e.g., high school courses, AP
455 credit, heritage language experiences, etc.) must be identified.
- 456 5. If the number of units required in a program varies based on different course options or
457 prerequisites for those options, the minor program must clearly explain the variation in
458 units.

459 **C. Criteria for Minors**

- 460 1) The program is to consist of a minimum of 12 semester units and a maximum of 24 units.
461 2) Credit by examination is permitted in accordance with established university regulations.
462 3) All course work used to satisfy the requirements of a minor must be completed with a
463 minimum grade point average of 2.0.
464 4) A minimum of one-half of the units for the minor program should be in upper division
465 courses, unless a specific exception has been granted; every minor must require at least 6
466 upper division units.
467 5) Normally, no more than one-half of the units used to meet the requirements for the minor
468 may be transfer units.
469 6) A maximum of three units in the minor may be devoted to internships and/or independent
470 study unless a specific exception has been granted in advance.
471 7) All courses that meet the requirements of a minor may be used, as appropriate,
472 simultaneously to meet requirements in general education, credentials, certificates, or
473 complementary studies.
474 8) The curriculum in minor programs must contribute to at least four of the six goals
475 described in “Educational Goals for the Baccalaureate at San Francisco State University”
476 and minor programs must provide information in their program reviews about how they
477 are contributing to those goals.
478 9) Students may not complete a major and minor in the same discipline (i.e., within the
479 same HEGIS code).

480 **V. Certificates**

481 **A. Definition of Undergraduate Certificates**

482 A certificate program is a coherent set of academic courses that does not lead to a degree, but is
483 focused on a substantial area of study that may be practically oriented toward skills and/or
484 occupations. Certificate programs are an additional way of organizing curriculum in order to
485 serve matriculated students or students who wish to spend a limited time in college in order to
486 learn specific subjects, concepts, skills and competencies. Certificate programs shall not infringe
487 upon existing majors in degree programs. Since minor programs do not lead to degrees, however,
488 some minor programs may, of themselves, constitute certificate programs, and some certificate
489 programs may be subsumed within a minor. The award of a certificate means that the holder has
490 completed the required course work at a certain level of academic accomplishment. A certificate
491 indicates to a prospective employer that the University validates the particular program of study.
492 It neither credentials nor licenses the student, nor does it guarantee the ability of the student to
493 put into practice what has been studied.

494 **B. Prerequisites**

495 Certificates must comply with the following prerequisite rules and the requisite disclosures must
496 appear in the University Bulletin:

- 497 1. If a program does not name specific courses but does establish that a university-wide
498 requirement (e.g. upper or lower division writing, quantitative reasoning, lower division
499 art, etc.) must be met as a prerequisite, those prerequisites are not counted in the
500 certificate.

- 501 2. If a program requires students to take specific courses as prerequisites, even if these also
502 meet university-wide requirements, those courses must be listed and counted as units
503 required in the certificate.
- 504 3. If a program requires students to take general prerequisites in addition to university-wide
505 requirements (e.g. first year foreign language, a course in world history, etc.) those
506 prerequisites must be listed and counted as units required in the certificate.
- 507 4. Prerequisites that might be met through prior experiences (e.g., high school courses, AP
508 credit, heritage language experiences, etc.) must be identified.
- 509 5. If the number of units required in a program varies based on different course options or
510 prerequisites for those options, the certificate program must clearly explain the variation
511 in units.

512 **C. Criteria for Undergraduate Certificates**

- 513 1) Undergraduate certificate programs require a minimum of 12 semester units.
- 514 2) Credit by examination is permitted in accordance with established university regulations.
- 515 3) All course work used to satisfy the requirements of an undergraduate certificate must be
516 completed with a minimum grade point average of 2.0.
- 517 4) Normally, no more than one-half of the units used to meet the requirements for the
518 certificate may be transfer units.
- 519 5) A maximum of three units in the certificate may be devoted to internships and/or
520 independent study unless a specific exception has been granted in advance.
- 521 6) All courses for meeting the requirements of a certificate may be used, as appropriate,
522 simultaneously to meet requirements in general education, credentials, or complementary
523 studies.
- 524 7) Before completing any certificate, students must demonstrate an appropriate level of
525 writing competency. The appropriate level shall be determined by the program proposers
526 in consultation with the Committee on Written English Proficiency. Each certificate
527 program proposal must specify how the above steps are to be accomplished.
- 528 8) Matriculated students may complete certificates while enrolled in degree programs. Non-
529 matriculated students may complete certificates through Open University or the College
530 of Extended Learning.

531 **VI. Oversight and Approval Process for Baccalaureate degrees, 532 majors, concentrations, minors, and certificates.**

533 **A. Oversight and Approval Process for University-Wide Requirements**

534 The Baccalaureate Requirements Committee (BRC) will oversee all activities related to
535 university-wide degree requirements, including the approval process for courses to be certified as
536 satisfying any university-wide requirements. The approval process for courses to be certified as
537 satisfying any university-wide requirements involves two different committee structures: Seven
538 temporary “Initial Certification Committees” will be established to carry out the initial
539 certification of courses that satisfy general education and SF State Studies requirements. When
540 the BRC has determined that the initial certification process is completed, it will inform the
541 Academic Senate that the seven initial certification committees should be dissolved and that two
542 permanent committees, the Lower Division Certification Committee (LDCC) and the Upper

543 Division Certification Committee (UDCC), should be established. The charge and membership
544 of these committees are described below. Proposals to establish new and to revise existing
545 courses to satisfy the course expectations and student learning outcomes described in this
546 document and its appendices must comply with Academic Senate policy #S91-170, Guiding
547 Principles for Review and Approval of New or Revised Courses.

548 **1. Baccalaureate Requirements Committee (BRC)**

549 **a. Committee Charge**

550 The Baccalaureate Requirements Committee (BRC) will be responsible for developing,
551 reviewing, recommending, and publicizing the policies, principles and procedures, and
552 guidelines that govern university-wide requirements for baccalaureate degrees. The BRC will
553 respond to and initiate adjustments in program principles, course expectations, student learning
554 outcomes, and the program curriculum as changing times and needs indicate. The BRC will
555 submit its decisions and recommendations to the Academic Senate, the Provost, and the Dean of
556 Undergraduate Studies. Upon final approval, the Dean of Undergraduate Studies, in cooperation
557 with the BRC, will facilitate the implementation of program policies, procedures, guidelines, and
558 agreed upon curricular adjustments and will ensure that all areas within university-wide
559 baccalaureate degree requirements are responsibly and adequately represented. Members of the
560 BRC will:

- 561 1) Review all policies, procedures, reviews, approvals, implementations and disseminations
562 related to university-wide baccalaureate degree requirements;
- 563 2) recommend changes in policies related to university-wide baccalaureate degree
564 requirements to the Academic Senate;
- 565 3) monitor and review recommendations and reports made by the established university-
566 wide baccalaureate degree requirements subcommittees;
- 567 4) manage the terms of service and work distribution between the initial and continuing
568 university-wide baccalaureate degree requirements subcommittees;
- 569 5) initiate the selection of university-wide baccalaureate degree requirements
570 subcommittees;
- 571 6) act as a board of appeals on all policy and procedural matters related to university-wide
572 baccalaureate degree requirements;
- 573 7) act as the final faculty committee for review of course proposals for university-wide
574 requirements for baccalaureate degrees and make its recommendations through the Dean
575 of Undergraduate Studies to the Provost;
- 576 8) request data, reports, and information from the Dean of Undergraduate studies regarding
577 all aspects of implementing, delivering, and evaluating university-wide baccalaureate
578 degree requirements;
- 579 9) review recommendations and reports submitted at least annually by the Director of
580 Advising; and
- 581 10) have primary responsibility for increasing campus awareness and understanding of
582 baccalaureate requirements.

583 **b. Committee Membership**

584 The Baccalaureate Requirements Committee shall be composed of the following members:
585 Voting Members

- 586 • One college representative elected from and by the faculty
- 587 • One faculty representative from the Library elected by librarians.
- 588 • One representative selected from the Advising Center professional staff by the director of
- 589 the Undergraduate Advising Center.
- 590 • One representative selected from the Student Affairs area professional staff by the
- 591 associate vice president for Student Affairs.
- 592 • One student representative selected by the Associated Students Board of Directors.
- 593 • One representative appointed by the Academic Senate.

594 **Nonvoting Members**

- 595 • The Dean of Undergraduate Studies or the Dean’s designee.
- 596 • One representative from Enrollment Management.
- 597 • One representative from the University Academic Assessment Advisory Committee.
- 598 • Chair of the Lower Division Certification Committee (LDC) or designee (information
- 599 about this committee is provided in the section titled “Lower Division Certification
- 600 Committee” below).
- 601 • Chair of the Upper Division Certification Committee (UDC) or designee (information
- 602 about this committee is provided in the section titled “Upper Division Certification
- 603 Committee” below).
- 604 • The faculty member serving as Director of General Education.

605 The Academic Senate shall notify Deans, the University Librarian, the Director of the Advising
 606 Center, and the Associated Students Governing Board when there is a vacancy in their units.
 607 Faculty members in their respective units will elect their representatives. The Advising Center,
 608 Student Affairs, and the Associated Students Governing Board shall choose a representative by
 609 their usual procedures for selecting committee members. In the case of a vacancy within a term
 610 of service, Deans and their equivalences may appoint a replacement until the next election or
 611 selection process in that unit.

612 **c. Quorum**

613 A quorum for BRC shall consist of a majority of voting members.

614 **d. BRC Terms of Service**

615 All terms are for three years, except for the student and Academic Senate representatives, who
 616 shall each serve for one year. Members may be re-elected and may serve successive terms; there
 617 are no term limits. Terms of membership will not be staggered initially. If a position is vacated
 618 before a term is completed, a newly elected member will serve a full three-year term.

619 **e. Committee Chair**

620 The Chair will be elected by the members of the BRC. Chairs serve a one year term that may be
 621 renewed.

622 **f. BRC and the Academic Senate**

623 BRC may approve the certification and decertification of courses in consultation with the Initial,
 624 Lower Division, and Upper Division Certification committees; but recommendations for policy
 625 changes require the approval of the Academic Senate and President. When BRC wishes to make
 626 policy changes, the Chair of BRC will forward those recommendations to the Academic Senate.
 627 The Chair of the BRC will make two reports each semester to the Executive Committee of the

628 Academic Senate regarding BRC's work and will address the Academic Senate as requested by
629 the Executive Committee of the Academic Senate.

630 **2. Initial Certification Committees**

631 There shall be seven committees to carry out the initial certification of courses meeting
632 university requirements at San Francisco State University. Separate committees will be
633 constituted for review of courses for inclusion in Areas A, B, C, D, E, as well as one committee
634 to review all courses submitted to meet one of the four SF State Studies courses (i.e. AERM, GP,
635 Environmental Sustainability and/or SJ.). There shall be one committee to carry out the initial
636 certification of courses for inclusion in the Topical Perspectives option (deleted as of March 10,
637 2015) and Integrated Study option of the upper division General Education program. (No
638 certification committee will exist for the Study Abroad option since programs are constructed on
639 an individual basis.)

640 **a. Committee Charge**

641 The initial certification committees will evaluate and recommend to the Baccalaureate
642 Requirements Committee (BRC; details about BRC appear in the section titled "Continuing
643 Certification and Monitoring" below) course proposals for meeting university-wide
644 baccalaureate degree requirements on the basis of how well they fulfill course expectations and
645 student learning outcomes for those requirements. It is expected that initial certification
646 committees will develop streamlined processes that both ensure that approved courses meet the
647 expected learning objectives but that are not overly burdensome on those submitting proposals.
648 The committees will also consider the overall viability of the Area, including accessibility of
649 sufficient courses in the Area to meet student needs. The committee may consider things such as
650 prerequisites and offering frequency and patterns when determining whether a given Area will be
651 able to meet student demand. The committees will also review the degree to which courses
652 within an Area, especially at the upper division level, have a sufficient number of courses which
653 meet SF State Studies requirements to make it likely that students will have adequate access to
654 those requirements. If a committee has concerns about sufficient offerings, those concerns should
655 be brought to the attention of the Dean of Undergraduate Studies who will then work with
656 College Deans to acquire sufficient offerings. Faculty may also propose to the committees co-
657 curricular activities to meet university-wide requirements (e.g., in a given year when the national
658 debate topic is international in scope, the Director of the Debate Team might propose that
659 members of the debate team get credit for the global perspectives requirement, or if the goals of a
660 learning community are consistent with a requirement the faculty advisor might request that
661 members of that community receive credit for that requirement).

662 **b. Review of Committee Recommendations**

663 The Initial Certification Committee's reasons for recommending the disapproval of courses will
664 be stated in writing to the BRC and to the appropriate department chairs and college deans in
665 terms of the stated course expectations and student learning outcomes for the Area. The chair of
666 the Initial Certification Committee is responsible for submitting a comprehensive written report
667 to the BRC summarizing the committee's actions, deliberations, and recommendations.

668 **c. Committee Membership**

669 The Initial Certification Committees will be composed of the following members:

- 670 • One faculty representative from each of the colleges:
- 671 • One faculty representative from the Library.

- 672 • One Academic Advising Professional.
- 673 • One representative from the Liberal Studies Council. The committee reviewing Upper
- 674 Division General Education Requirements shall instead have one representative from the
- 675 University Interdisciplinary Council.
- 676 • One representative from the Associated Students (ASI).

677 If any of the above units do not select a representative, the committee shall be considered duly
 678 constituted as long as five members have been appointed or elected by their Colleges or Units
 679 (not including ASI). If fewer than five members have been appointed or elected, the Executive
 680 Committee of the Academic Senate will seek members from units not already represented until
 681 the minimum of five members has been reached. A quorum will be a majority of the members of
 682 the committee. If there are not enough members to staff all of the recommended committees or if
 683 the workload of any given committee is too great, the Senate Executive Committee has the
 684 authority to combine committees or add committees using the same membership principles
 685 articulated above.

686 **d. Committee Terms of Service**

687 All terms are for one to three years as determined by the BRC, or until the initial certification
 688 process is complete. Terms of membership will not be staggered initially. If a position is vacated
 689 before a term is completed, a newly elected member will serve a full term.

690 **e. Committee Chairs**

691 The chair of each committee will be elected by the members of the Committee.

692 **f. Meeting times**

693 In-person meeting days and times for each committee shall be set and announced in advance of
 694 elections by the Dean of Undergraduate Studies. Faculty elected to the committees will be
 695 expected to keep those days and times available for in-person meetings. Committees will conduct
 696 as much work as possible electronically and shall meet during the scheduled time when
 697 necessary.

698

699 **g. BRC representative**

700 A member of the Baccalaureate Requirements Committee (BRC) shall be identified to help each
 701 initial certification committee begin its work and shall be available for consultation and help as
 702 needed.

703 **3. Lower Division Certification Committee (LDCC)**

704 **a. Committee Charge**

705 After the initial certification period has passed, the Lower Division Certification Committee
 706 (LDCC) will be constituted. Its purpose will be to evaluate and recommend lower division
 707 courses for meeting university-wide baccalaureate degree requirements (Areas and/or SF State
 708 Studies) on the basis of how well they fulfill course expectations and student learning outcomes
 709 for those requirements. The Committee's reasons for recommending disapproval of any lower
 710 division course will be stated in writing to the BRC and to the appropriate department chair and
 711 college dean in terms of the stated course expectations and student learning outcomes specified
 712 for lower division courses. The LDCC will work with the University Academic Assessment
 713 Advisory Committee (UAAAC) to carry out assessment of lower division courses designated as
 714 meeting baccalaureate degree requirements on a rotating schedule to ensure their continued

715 currency and adequacy to satisfy assessment requirements. The chair of the LDC is responsible
716 for submitting a comprehensive written report to the BRC summarizing the committee's actions,
717 deliberations, and recommendations.

718 **b. Committee Membership**

719 The Lower Division Certification Committee shall be composed the following members:

720 Voting Members

- 721 • Two college representatives elected from and by the faculty
- 722 • One faculty representative from the Library elected by librarians.
- 723 • One representative selected from the Advising Center professional staff by the director of
724 the Undergraduate Advising Center.
- 725 • One student representative selected by the Associated Students Board of Directors.

726 Nonvoting Members

- 727 • One representative from BRC, as a nonvoting member.
- 728 • The Dean of Undergraduate Studies, or the Dean's designee, as a nonvoting member.

729 The Academic Senate shall notify Deans, the University Librarian, the Director of the Advising
730 Center, and the Associated Students Governing Board when there is a vacancy in their units.
731 Faculty members in their respective units will elect their representatives. The Advising Center
732 and the Associated Students Governing Board shall choose a representative by their usual
733 procedures for selecting committee members. In the case of a vacancy within a term of service,
734 Deans and their equivalences may appoint a replacement until the next election or selection
735 process in that unit.

736 **c. Quorum**

737 A quorum shall consist of a majority of voting members.

738 **d. Committee Terms of Service**

739 All terms are for three years, except for the student representative who will serve for one year.
740 Members may be re-elected and may serve successive terms; there are no term limits. Terms of
741 membership will not be staggered initially. If a position is vacated before a term is completed, a
742 newly elected member will serve a full three-year term.

743 **e. Committee Chair**

744 The chair will be elected by the members of the Lower Division Certification Committee and is
745 encouraged to attend the BRC meetings as a nonvoting member of BRC.

746 **f. Lower Division Certification Committee Responsibilities**

747 Members of the Lower Division Certification Committee will:

- 748 1) Recommend approval/disapproval to the Baccalaureate Requirements Committee (BRC)
749 of new and revised course proposals based on their adequacy in meeting the specified
750 course expectations and student learning outcomes for lower-division classes designated
751 as meeting university-wide requirements;
- 752 2) forward to BRC any dissenting opinions;
- 753 3) ensure that all approved and proposed lower-division courses continue to meet the course
754 expectations and student learning outcomes specified in the General Education policy by
755 reviewing re-certification materials submitted to the committee on a four-year rotating
756 schedule;

- 757 4) request consultation with faculty concerning the review of courses that fail to meet the
758 course expectations and student learning outcomes for lower-division classes designated
759 as meeting university-wide requirements;
- 760 5) recommend to the BRC in writing its reasons for requesting deletion of courses that fail
761 to meet the course expectations and student learning outcomes for lower-division classes
762 designated meeting university-wide requirements after consulting with all involved
763 parties;
- 764 6) work closely with the BRC and the Dean of Undergraduate Studies to ensure accessibility
765 (including time of day offerings) and to resolve persistent problems in university-wide
766 requirements;
- 767 7) implement the approved assessment plan for evaluating lower-division courses as well as
768 the overall effectiveness of lower division courses in meeting the course expectations and
769 student learning outcomes; and
- 770 8) constitute ad hoc committees of faculty with expertise in a particular area to provide
771 advice.

772 **4. Upper Division Certification Committee (UDCC)**

773 **a. Committee Charge**

774 After the initial certification period has passed, the Upper Division Certification Committee
775 (UDCC) will be constituted. Its purpose will be to evaluate and recommend upper division
776 courses for meeting university-wide baccalaureate degree requirements (Areas and/or SF State
777 Studies) on the basis of how well they fulfill course expectations and student learning outcomes
778 for those requirements. The Committee's reasons for recommending disapproval of any upper
779 division course will be stated in writing to the BRC and to the appropriate department chairs and
780 college deans in terms of the stated course expectations and student learning outcomes specified
781 for upper division courses. The UDCC will work with the University Academic Assessment
782 Advisory Committee (UAAAC) to carry out assessment of upper division courses meeting
783 university-wide baccalaureate degree requirements on a rotating schedule to ensure their
784 continued currency and adequacy to satisfy requirements. The chair of the UDCC is responsible
785 for submitting a comprehensive written report to the BRC summarizing the committee's actions,
786 deliberations, and recommendations.

787 **b. Committee Membership**

788 The Upper Division Committee shall be composed of the following:

789 **Voting Members**

- 790 • Two college representatives elected from and by the faculty
- 791 • One faculty representative from the Library elected by librarians.
- 792 • One representative selected from the Advising Center professional staff by the director of
793 the Undergraduate Advising Center.
- 794 • One student representative selected by the Associated Students Board of Directors.

795 **Nonvoting Members**

- 796 • One representative from BRC, as a nonvoting member.
- 797 • The Dean of Undergraduate Studies, or the Dean's designee, as a nonvoting member.

798 The Academic Senate shall notify Deans, the University Librarian, the Director of the Advising
799 Center, and Associated Students Governing Board when there is a vacancy in their units.

800 Faculty members in their respective units will elect their representatives. The Advising Center
801 and the Associated Students Governing Board shall choose a representative by their usual
802 procedures for selecting committee members. In the case of a vacancy within a term of service,
803 Deans and their equivalences may appoint a replacement until the next election in that unit.

804 **c. Quorum**

805 A quorum shall consist of a majority of voting members.

806 **d. Committee Terms of Service**

807 All terms are for three years, except for the student representative who will serve for one year.
808 Members may be re-elected and serve successive terms; there are no term limits. Terms of
809 membership will not be staggered initially. If a position is vacated before a term is completed, a
810 newly elected member will serve a full three-year term.

811 **e. Committee Chair**

812 The chair will be elected by the members of the Upper Division Certification Committee and is
813 encouraged to attend the BRC meetings as a nonvoting member of BRC.

814 **f. Upper Division Certification Committee Responsibilities**

815 Members of the Upper Division Certification Committee will:

- 816 1) Recommend approval/disapproval to the Baccalaureate Requirements Committee (BRC)
817 of new and revised course proposals based on their adequacy in meeting the specified
818 course expectations and student learning outcomes for upper-division classes designated
819 as meeting university-wide requirements;
- 820 2) forward to BRC any dissenting opinions;
- 821 3) ensure that all approved and proposed upper-division courses continue to meet the course
822 expectations and student learning outcomes specified in the General Education policy by
823 reviewing re-certification materials submitted to the committee on a four-year rotating
824 schedule;
- 825 4) request consultation with faculty concerning the review of courses that fail to meet the
826 course expectations and student learning outcomes for upper-division classes designated
827 as meeting university-wide requirements;
- 828 5) recommend to the BRC in writing its reasons for requesting deletion of courses that fail
829 to meet the course expectations and student learning outcomes for upper-division classes
830 designated meeting university-wide requirements after consulting with all involved
831 parties;
- 832 6) work closely with the BRC and the Dean of Undergraduate Studies to ensure accessibility
833 (including time of day offerings) and to resolve persistent problems in university-wide
834 requirements;
- 835 7) implement the approved assessment plan for evaluating upper division courses as well as
836 the overall effectiveness of upper division courses in meeting the course expectations and
837 student learning outcomes; and
- 838 8) when necessary, constitute ad hoc committees of faculty with expertise in a particular
839 area to provide advice.

5. Director of General Education

A faculty member will serve as the Director of General Education to facilitate the implementation of this policy.

840

841 **B. Oversight and Approval Process for Major/Concentration Programs**

842 New major/concentration programs are subject to review and approval by the Provost's Office,
843 the Curriculum and Review Committee, the Academic Senate, and the President.

844 Significant, detailed information is required for review and approval of a proposed new major
845 program. Requests for approval of a major program should follow the format below.

846 **1. General Procedures for Proposing Major and Concentration Programs**

847 Proposals for new major programs typically require significant information on the resources
848 needed to offer the program and the anticipated demand for the program. Departments,
849 Programs, Colleges, or groups of faculty who wish to develop a new major program should
850 consult with the university curriculum coordinator very early in the planning stages to learn the
851 requirements of and procedures to gain approval for new major programs.

852 Proposals for new concentrations that represent a bifurcation or other splitting of an existing
853 major program usually do not require as much information as those for new major programs.
854 Departments, Programs, Colleges, or groups of faculty who wish to develop new concentrations
855 for existing major programs should consult with the university curriculum coordinator very early
856 in the planning stages to learn the requirements of and procedures to gain approval for the new
857 concentration programs.

858 Proposals to revise existing major and concentration programs should follow the steps listed
859 below.

860 **2. General Procedures for Proposing Revisions to Major and Concentration Programs**

- 861 1) Proposals ordinarily shall be initiated by Departments, Programs, or Colleges of the
862 University, and following College approval shall be processed through the regular
863 program review process of the University, including review by the Curriculum Review
864 and Approval Committee, the Academic Senate, the Provost, and the President. At each
865 level of review, the proposal may be approved, denied, or returned for additional
866 information.
- 867 2) Proposals should be submitted in the format prescribed. Copies of the guidelines are
868 available from the Office of the Provost.
- 869 3) The sponsoring unit (i.e., program, department, school, college, interdisciplinary area)
870 must designate an appropriate faculty member who will be responsible for coordinating
871 the program. As may be appropriate, this may be the department chair.
- 872 4) All officially approved major and concentration programs should be described in the
873 University Bulletin.
- 874 5) All information circulated in connection with such programs should have the prior
875 clearance of the appropriate college dean.
- 876 6) Upon satisfactory completion of an approved major or concentration program, including
877 making formal application for same, the Director of Admissions and Records, or his/her
878 designee, shall enter an appropriate designation on the student's permanent record and
879 shall maintain annual records of the names (and numbers) of all students completing such
880 majors or concentrations. The Director of Admissions and Records should report to the
881 Provost each year on the number and type of majors and concentrations completed.

882 **3. Procedures for Proposing Interdisciplinary Majors and Concentrations**

883 In addition to following the general procedures listed above, the development of interdisciplinary
884 proposals includes the following steps:

- 885 1) A "Prospectus" is prepared on the new major or concentration to include:
- 886 a) proposed title of new major or concentration and general subject areas likely to be
887 included in the program
 - 888 b) statement of need for and/or desirability of new major or concentration in relation to
889 the mission of the institution;
 - 890 c) expected clientele (i.e., type and numbers) for this new program;
 - 891 d) a statement of resources (including library resources) which are likely to be required
892 and a statement of impact on other programs of the University;
 - 893 e) names of sponsors which must include representatives from each disciplinary area
894 likely to be involved in offering the program.
- 895 2) The Prospectus is submitted to the Dean of Undergraduate Studies who will be
896 responsible for its dissemination to all College Deans for information purposes and for
897 coordinating its review by the University Interdisciplinary Council and approval by the
898 Vice President for Academic Affairs.
- 899 3) Development, Approval, and Implementation of Formal Program Proposal
- 900 a) After the major or concentration is approved for inclusion in the Academic Master
901 Plan, the University Interdisciplinary Council in consultation with the original
902 program proposers shall designate a formal Program Committee to include as many
903 of the original program proposers as desire to serve, plus others as appropriate.
 - 904 b) Program Committee prepares curriculum of new major or concentration utilizing the
905 general procedures for proposing majors (see above).
 - 906 c) Completed program proposal is directed to appropriate College Dean for appropriate
907 consultations and endorsements.
 - 908 d) After College endorsements are received, final proposal is submitted to the University
909 Interdisciplinary Council, CRAC, Academic Senate, Provost, and where necessary,
910 the Chancellor's Office for final approval.
 - 911 e) Major/concentration is assigned an administrative home per the guidelines of the
912 Interdisciplinary Studies Task Force Report.
 - 913 f) On-going oversight and evaluation responsibilities for the new program are shared by
914 the University Interdisciplinary Council and the Provost's Office.

915 The Curriculum Review and Approval Committee shall be charged with the review and approval
916 of proposed and revised major and concentration programs. Major and concentration programs
917 shall be subject to review in conjunction with the five-year academic review of the program,
918 department, college, and/or division in which the program is housed.

919 **C. Oversight and Approval Process for Minor Programs**

920 New minor programs are subject to review and approval by the Provost's Office, the Curriculum
921 and Review Committee, the Academic Senate, and the President.

922 The information required for review and approval of a proposed minor program is less detailed
923 than for a full degree major program. Requests for approval of a minor program should follow
924 the format below.

925 **1. General Procedures for Proposing Minors**

- 926 1) Proposals ordinarily shall be initiated by Departments, Programs, or Colleges of the
927 University, and following College approval shall be processed through the regular
928 program review process of the University in the same manner as other new and revised
929 curricular programs.
- 930 2) Proposals should be submitted in the format prescribed. Copies of the guidelines are
931 available from the Office of the Provost.
- 932 3) The sponsoring unit (i.e., program, department, school, college, interdisciplinary area)
933 must designate an appropriate faculty member who will be responsible for coordinating
934 the program. As may be appropriate, this may be the department chair.
- 935 4) All officially approved minor programs should be described in the University Bulletin.
- 936 5) All information circulated in connection with such programs should have the prior
937 clearance of the appropriate college dean.
- 938 6) Upon satisfactory completion of an approved minor program, including making formal
939 application for same, the Director of Admissions and Records, or his/her designee, shall
940 enter an appropriate designation on the student's permanent record and shall maintain
941 annual records of the names (and numbers) of all students completing minors. The
942 Director of Admissions and Records should report to the Provost each year on the
943 number and type of minors completed.
- 944 7) In recognition of the desire to maintain some flexibility in meeting unique program
945 needs, academic units of the University may submit proposals to the Office of the
946 Undergraduate Studies (for subsequent review by appropriate Academic Senate
947 committees) which are in some way at variance with the stated criteria. When this is
948 done, ample justification for the variance must be submitted as an integral part of the
949 proposal.
- 950 8) The Curriculum Review and Approval Committee shall be charged with the review and
951 approval of proposed or revised minor programs. Minor programs shall be subject to
952 review in conjunction with the five-year academic review of the program, department,
953 college, and/or division in which the minor is housed.

954 **2. Procedures for Proposing Interdisciplinary Minors**

955 In addition to following the general procedures listed above, the development of interdisciplinary
956 proposals includes the following steps:

- 957 4) A "Prospectus" is prepared on the new minor to include:
 - 958 a. proposed title of new minor and general subject areas likely to be included in the
959 program
 - 960 b. statement of need for and/or desirability of new minor in relation to the mission of the
961 institution;
 - 962 c. expected clientele (i.e., type and numbers) for this new program;
 - 963 d. a statement of resources (including library resources) which are likely to be required
964 and a statement of impact on other programs of the University;

- 965 e. names of sponsors which must include representatives from each disciplinary area
 966 likely to be involved in offering the program.
- 967 5) The Prospectus is submitted to the Dean of Undergraduate Studies who will be
 968 responsible for its dissemination to all College Deans for information purposes and for
 969 coordinating its review by the University Interdisciplinary Council and approval by the
 970 Vice President for Academic Affairs.
- 971 6) Development, Approval, and Implementation of Formal Program Proposal
- 972 a. After the minor is approved for inclusion in the Academic Master Plan, the University
 973 Interdisciplinary Council in consultation with the original program proposers shall
 974 designate a formal Program Committee to include as many of the original program
 975 proposers as desire to serve, plus others as appropriate.
- 976 b. Program Committee prepares curriculum of new minor utilizing the general
 977 procedures for proposing minors (see above).
- 978 c. Completed program proposal is directed to appropriate College Dean for appropriate
 979 consultations and endorsements.
- 980 d. After College endorsements are received, final proposal is submitted to the University
 981 Interdisciplinary Council, CRAC, Academic Senate, Provost, and where necessary,
 982 the Chancellor's Office for final approval.
- 983 e. Minor is assigned an administrative home per the guidelines of the Interdisciplinary
 984 Studies Task Force Report.
- 985 f. On-going oversight and evaluation responsibilities for the new program are shared by
 986 the University Interdisciplinary Council and the Provost's Office.

987 The Curriculum Review and Approval Committee shall be charged with the review and approval
 988 of proposed and revised minor programs. Minor programs shall be subject to review in
 989 conjunction with the five-year academic review of the program, department, college, and/or
 990 division in which the minor is housed.

991 **D. Oversight and Approval Process for Certificate Programs**

992 New certificate programs are subject to review and approval by the Provost's Office, the
 993 Curriculum and Review Committee, the Academic Senate, and the President.

994 The information required for review and approval of a proposed certificate program is less
 995 detailed than for a full degree major program. Requests for approval of a certificate program
 996 should follow the format below.

997 **1. General Procedures for Proposing Undergraduate Certificates**

- 998 1) Proposals ordinarily shall be initiated by Departments, Programs, or Colleges of the
 999 University, and following College approval shall be processed through the regular
 1000 program review process of the University in the same manner as other new and revised
 1001 curricular programs.
- 1002 2) Proposals should be submitted in the format prescribed. Copies of the guidelines are
 1003 available from the Office of the Provost.
- 1004 3) The sponsoring unit (i.e., program, department, school, college, interdisciplinary area)
 1005 must designate an appropriate faculty member who will be responsible for coordinating
 1006 the program. As may be appropriate, this may be the department chair.
- 1007 4) All officially approved certificate programs should be described in the University
 1008 *Bulletin*.

- 1009 5) All information circulated in connection with such programs should have the prior
1010 clearance of the appropriate College Dean.
- 1011 6) Upon satisfactory completion of an approved certificate program, including making
1012 formal application for same, the Director of Admissions and Records, or his/her designee,
1013 shall enter an appropriate designation on the student's permanent record and shall
1014 maintain annual records of the names (and numbers) of all students completing
1015 certificates. The Director of Admissions and Records should report to the Provost each
1016 year on the number and type of certificates completed.

1017 **2. Procedures for Proposing Interdisciplinary Undergraduate Certificates**

1018 In addition to following the general procedures listed above, the development of interdisciplinary
1019 proposals includes the following steps:

- 1020 1) A "Prospectus" is prepared on the new certificate to include:
- 1021 a) proposed title of new certificate and general subject areas likely to be included in the
1022 program
- 1023 b) statement of need for and/or desirability of new certificate in relation to the mission
1024 of the institution;
- 1025 c) expected clientele (i.e., type and numbers) for this new program;
- 1026 d) a statement of resources (including library resources) which are likely to be required
1027 and a statement of impact on other programs of the University;
- 1028 e) names of sponsors which must include representatives from each disciplinary area
1029 likely to be involved in offering the program.
- 1030 2) The Prospectus is submitted to the Dean of Undergraduate Studies who will be
1031 responsible for its dissemination to all College Deans for information purposes and for
1032 coordinating its review by the University Interdisciplinary Council and approval by the
1033 Vice President for Academic Affairs.
- 1034 3) Development, Approval, and Implementation of Formal Program Proposal
- 1035 a) After the certificate is approved for inclusion in the Academic Master Plan, the
1036 University Interdisciplinary Council in consultation with the original program
1037 proposers shall designate a formal Program Committee to include as many of the
1038 original program proposers as desire to serve, plus others as appropriate.
- 1039 b) Program Committee prepares curriculum of new minor utilizing the general
1040 procedures for proposing minors (see above).
- 1041 c) Completed program proposal is directed to appropriate College Dean for appropriate
1042 consultations and endorsements.
- 1043 d) After College endorsements are received, final proposal is submitted to the University
1044 Interdisciplinary Council, CRAC, Academic Senate, Provost, and where necessary,
1045 the Chancellor's Office for final approval.
- 1046 e) Minor is assigned an administrative home per the guidelines of the Interdisciplinary
1047 Studies Task Force Report.

1048 On-going oversight and evaluation responsibilities for the new interdisciplinary certificate
1049 program are shared by the University Interdisciplinary Council and the Provost's Office. The
1050 primary responsibility for determining a student's completion of a certificate program shall rest
1051 in the academic department or program or the Extended Learning program area in which the

1052 certificate program is housed. The appropriate program head, upon review of the student's
1053 transcript, shall make an endorsement of the completion of a certificate program. This
1054 endorsement, together with a listing of the program requirements to be met and a transcript
1055 showing that they have been met, shall be forwarded, as appropriate, to the Dean of
1056 Undergraduate Studies or the Director of Extended Learning for review and formal awarding of
1057 the certificate on behalf of the program area offering the program and in the name of the
1058 University. All certificates must state the number of units required for completion of the
1059 program. Notification of the award of the certificate shall be forwarded, upon completion of the
1060 program, by the appropriate dean to the Office of Admissions and Records for recording on the
1061 student's transcript and filing in the student's permanent file.

1062 The Curriculum Review and Approval Committee shall be charged with the review and approval
1063 of proposed and revised certificate programs. Certificate programs shall be subject to review in
1064 conjunction with the five-year academic review of the program, department, college, and/or
1065 division in which the certificate is housed.

1066 **VII. Timeline for implementation of this policy**

1067 **A. Undergraduate Students**

1068 Students who began their studies at San Francisco State University, at another California State
1069 University, or at a California community college prior to the approval of this policy and who
1070 maintain continuous enrollment can choose to satisfy either the requirements in effect when they
1071 began their studies (for university-wide requirements) and when they declared their major,
1072 concentration, minor, or certificate (for major, concentration, minor, or certificate requirements),
1073 or those in effect when they apply for the degree, major, concentration, minor, or certificate.

1074 Students who begin their studies at San Francisco State University, at another California State
1075 University, or at a California community college, after the conversion date or who have not
1076 maintained continuous enrollment before the conversion date must satisfy the requirements
1077 specified in this policy or any revised requirements in effect before they begin their studies.

1078
1079 All students who submit a graduation application after the starting date may elect to satisfy the
1080 graduation requirements specified in this policy.

1081
1082 For the purpose of describing the implementation of this policy, "starting date" is defined as the
1083 date that the President approves this policy and "conversion date" is defined as the date that the
1084 Academic Senate reports to the Provost and President that sufficient courses have been approved
1085 to satisfy the requirements of this policy. "Continuous enrollment" is defined as matriculated
1086 attendance in at least one semester or two quarters each calendar year.

1087

1088 **B. Current Major, Concentration, Minor, and Certificate Programs**

1089 Within two years of the approval of this policy, all academic entities that offer major,
1090 concentration, minor, and certificate programs must submit a report to the Dean of
1091 Undergraduate Studies demonstrating compliance with this policy, including any exceptions to
1092 this policy approved by the Dean of Undergraduate Studies. Programs will also be required to
1093 demonstrate compliance at the time of Program Review.

1094 **C. Approval of new programs**
1095 Once this policy is approved, all proposals to revise current or establish new major programs,
1096 concentrations, minor, or certificates must demonstrate compliance with this policy or obtain an
1097 exception to this policy from the Dean of Undergraduate Studies before the proposal can be
1098 approved.

1099 **VIII. Implications for Existing Curriculum and Governance**
1100 **Policies**

1101 Upon approval and full implementation, elements of existing San Francisco State University
1102 policies that conflict with this policy shall be superseded.

- 1103 S77-016 Indication of concentration and minor on transcripts
- 1104 F79-050 Undergraduate Minor Program
- 1105 F80-063 Procedures for Submitting Proposals for New Options, Certificate Programs,
1106 Concentrations, Special Emphases, & Minors
- 1107 S81-075 Interdisciplinary Minors
- 1108 S84-082 Major in the Bachelor of Art Degree & in the Bachelor of Science Degree
- 1109 F84-125 Requirement in U.S. History & Government
- 1110 F85-135 Regulations for Meeting Graduation Requirements
- 1111 S87-088 Certificate Program Guidelines
- 1112 S91-170 Guiding Principles for Review and Approval of New or Revised Courses
- 1113 S92-179 Multicultural Perspectives in the Curriculum
- 1114 S99-207 Basic Information Competence Requirement
- 1115 F05-064 General Education Program Policy Consolidation (This document consolidates all
1116 previously approved policies, amendments, and revisions of the GE policy dating
1117 from 1977 through 2001: S77-15, F80-64, S81-73, S82-91, S85-132, S88-64,
1118 F88-157, S89-162, S93-107, S99-64, S01-01 (Segment II Revision), S01-02
1119 (Segment III Revision), F81-081.)

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