



San José State
UNIVERSITY

A campus of The California State University

Office of the Academic Senate • One Washington Square • San Jose, California 95192-0024 • 408-924-2440 • Fax: 408-924-2451

S00-6

At its meeting of May 1, 2000, the Academic Senate passed the following Policy Recommendation presented by Nancy Stork for the Instruction and Student Affairs Committee.

**POLICY RECOMMENDATION ON
COURSE OFFERING AND ENROLLMENT STANDARDS
REPLACES SENATE POLICIES F66-3 AND F66-4**

- Whereas: The California State University guidelines for minimum course enrollments have changed (March, 1982) since F66-3 was written, and
- Whereas: Following the enactment of F66-4 many circumstances in the SJSU academic environment have changed, and
- Whereas: The public has a right to expect that courses listed in the SJSU catalog are regularly offered at SJSU, be it therefore
- Resolved: That F66-3 and F66-4 are rescinded and replaced by the following:

**ACTION BY UNIVERSITY PRESIDENT: Approved by President Robert Caret on
May 17, 2000.**

1. Once annually, after Spring census date, the Office of Curriculum and Assessment will distribute a listing of existing online and/or printed Catalog courses that have not been offered for at least two calendar years. A course that was scheduled for offering, but then cancelled, shall be considered not to have been offered.
2. To remain listed in the online or printed catalog, a course must be offered in Regular Session at least once every two calendar years. All exceptions must include conditional wording, authorized by the College Dean and the Provost. Examples of conditional wording would be: "Offered only through Continuing Education Summer Sessions." "Offered only infrequently." "Offered only once every three years."
3. Courses removed from the Catalog are put into inactive status in the University Curriculum File, and may be scheduled and offered at any future date upon request from College Dean to Curriculum and assessment or Graduate studies, without the need for a new course proposal. No course is removed from the Curriculum File, because that would eliminate the historical record of that course.
4. The university community is reminded that courses should meet minimum enrollment guidelines recommended by the California State University:

Lower Division (1-99)	13 or more
Upper Division (100-199; 300-399)	10 or more
Graduate (200-299)	5 or more
5. Department Chairs, in consultation with Dean, may authorize the continuance of classes when there is a compelling reason for offering them in spite of low enrolments, provided they can be staffed within the existing faculty allocations of the College.
6. Exempted from this policy are courses mandated by law for various school service credentials, individual study courses, thesis courses, internships, directed readings and laboratory or clinical courses restricted by available facilities or for safety reasons. A list of courses qualifying for exemption under this section will be prepared by each College Dean, updated as needed, and maintained by the Office of Curriculum and Assessment.

