

GST Course Changes and New Course Proposals

The Division of Academic Programs offers special General Studies courses and CSUB courses. The General Studies courses are one- or two-unit courses which focus on material unavailable in the academic departments (i.e. Test Anxiety, Study Skills Development, Peer Counseling, Career/Job Search) and on topics in which lower division students express an interest. The course format is always informal and conducive to student-faculty exchange. Courses that have not been offered in the last five years may be removed from the catalog. Courses that are more academic in nature must receive approval from an appropriate curriculum committee.

1. **Proposed Changes.** Indicate clearly what changes are being proposed, preferably by strikethrough of old catalog copy and *italicized* changes. Do not include sections or paragraphs that remain unchanged.
2. **Syllabus.** Please attach a sample syllabus that lists the time commitment expected of students both during class and outside of class, makes explicit the expectations for receiving credit (and grading scheme for those courses that are graded) , and informs students that at most 8 units of GST/PEAK coursework can count toward graduation.
3. **Resource Implications.** Explain whether or not the proposer has sufficient resources (faculty time, library holdings, space, supplies and services, and so on) to implement the change(s); how often and when (quarter, time of day, etc.) the course will be offered, and what changes in other course offerings will likely result (e.g., other courses offered less frequently).
4. **Curriculum Implications.** What is the audience for the proposed course? Indicate where/how the proposal fits into a student's course of study. Is it required of certain groups? If so, how is that requirement enforced?
5. **Rationale.** Explain why the change is needed. Also indicate to what degree, if any, the proposed change duplicates current curriculum or overlaps with other academic areas.

CR/NC is the normal mode of delivery for GST courses and any request to change to a different grading basis must be accompanied by a strong justification that includes a clear indication of the grading expectations. Prior grading patterns will be assessed periodically to determine continued suitability of this grading mode.

Most GST courses are not repeatable. A strong justification will include additional outcomes expected from a student who repeats the course, as reflected in the syllabus.

Units: Each academic hour (50 minutes) of lecture/discussion/seminar per week translates into a credit unit. Each 2-3 hours (100-150 minutes) of activities translate into a credit unit. It is expected that an average student is required to spend an additional two to three hours outside of class for each unit.

6. **Request for Approval New Course/Course Changes.** This form needs to be completed and included with the Proposal to review if a new course/course change is proposed.
7. A complete and final version of the catalog copy as approved by the Dean of Undergraduate Studies should be submitted electronically to the Academic Programs office immediately following the committee's approval.