WHEREAS, Most universities require their graduate students to be continuously enrolled during at least the three quarters of the regular academic year until they receive their degree; and

WHEREAS, Cal Poly does not require continuous enrollment, nor does it require that graduate students be enrolled during the quarter in which they graduate; and

WHEREAS, During the period between completion of classes and graduation many Cal Poly graduate students use campus facilities, resources, and faculty time over many quarters; and

WHEREAS, Requiring graduate students to be enrolled during these quarters will allow Cal Poly to keep better track of the students, and the students may be more motivated to finish in a timely manner; and

WHEREAS, The University wishes to implement a requirement for continuous enrollment of graduate students, including enrollment during the quarter they graduate; and

WHEREAS, This enrollment could be through a one-unit class administered by the Open University to reduce expense to students; therefore be it

RESOLVED: That the attached proposed GS 597, Continued Graduate Study course, be approved as a vehicle for this enrollment.
# Course Proposal

Use this for Proposing New Courses, GE Courses, U.S. Cultural Pluralism Courses

<table>
<thead>
<tr>
<th>To Course Proposal Guidelines</th>
<th>To Curriculum Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on links in this form for definitions</td>
<td></td>
</tr>
</tbody>
</table>

## Department: Research and Graduate Programs

<table>
<thead>
<tr>
<th>Proposer(s): Susan Opava email:<a href="mailto:sopava@calpoly.edu">sopava@calpoly.edu</a> telephone: 6-1508</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 2009-11 Catalog, courses effective Su 2009 For other courses, requested start term:</td>
</tr>
</tbody>
</table>

## Course Catalog Information

1. **Course Prefix. Number. Title**: GS597 Continued Graduate Study

2. **Catalog Description** *(substantive, but no more than 40 words of content description)*

   Activities other than regular coursework that are needed to complete the requirements for the degree. Analysis of data, thesis and project report writing, oral defense of the thesis/project, preparation for the comprehensive exam, and other activities related to the culminating experience for the student's program. Can be used to fulfill the continuous enrollment requirement for graduate students. Units earned in this course may not be used toward degree completion.

3. **Prerequisite and/or Concurrent Enrollment**: *(note: 300-400 level courses must have prerequisite)*

   A. List course(s) or other prerequisite/concurrent requirement:
   
   Students must be in good standing in a graduate program at Cal Poly.

   B. Briefly explain the reason for any prerequisites or concurrent enrollment for the course.

4. **Total Units**: 15 **Number of units per mode of Instruction**: NA *(independent study)*

   - Lecture D
   - Laboratory D
   - Activity D
   - Seminar D
   - Supervision 1-15

5. **Grading Type**: Regular D CrediUNC X

6. **General Education (GE)**: No X Yes D If yes, GE Area: If yes, refer to GE criteria and specify criteria in "Section III. Course Objectives, Assessment, Content" of this form

7. **United States Cultural Pluralism (USCP)**: No X Yes D If yes, refer to USCP criteria and specify criteria in "Section III. Course Objectives, Assessment, Content" of this form

8. **Service Learning**: No X Yes D If yes, refer to Service Learning criteria

9. **Study Abroad**: Will students be taking this course while studying abroad? No X Yes D If yes, refer to International Education Program criteria.
10. **Crosslisted Course:** If yes, indicate other course prefix and number:

- **No** ☐ **Yes** ☑

If the course already exists, and you want to add a Crosslisting, use the "Course Modification" form. If this is a new course, include a Course Proposal form for each prefix.

11. **Repeatable?** Is the course repeatable for multiple credit?

- **No** ☐ **Yes** ☑

If yes, maximum # units: 15

Is the course repeatable in the same term?

- **No** ☐ **Yes** ☑ 15

12. **Is this a Course to be taught with specific Subtitles?** (e.g., ENGL 439 British Writers)

- **No** ☐ **Yes** ☑

To schedule a specific subtitle, send an email to Mary Whiteford (mwhitefo@calpolv.edu). Copies may be required by your department chair/head and/or college dean's office.

13. **Is this a Selected Topics Course?** (e.g., 470, 471, 570, 571, IS 301)

- **No** ☐ **Yes** ☑

To schedule a specific topic, use the "Selected Topic Course Proposal" form. These require approval by department chair/head and college dean.

14. **Is this a Replacement Course?** (replaces the content of a course to be deleted from the catalog)

- **No** ☐ **Yes** ☑

Is the deleted course Articulated with a California community college or university?

- **No** ☐ **Yes** ☑

If yes, indicate prior course prefix, number:

- **No** ☐ **Yes** ☑

If yes, do you want the articulation agreement to continue? **No** ☐ **Yes** ☑

15. **Course Classification Number(s) CIFS#:** (Academic Programs will provide)

---

**I. Purpose of Course**

A. Where does the proposed course fit within the curriculum (major, support, concentration, etc.)?

- **Graduate Program?** **No** ☐ **Yes** ☑ If yes, specify name of program/specialization: all graduate programs, unless exempted

- **Undergraduate Major?** **No** ☐ **Yes** ☑ If yes, is the course:
  - * required?** **No** ☐ **Yes** ☑ If yes, specify name of major and/or concentration:
  - * elective?** **No** ☐ **Yes** ☑ If yes, specify name of major and/or concentration:

- **Support for a Major outside of department?** **No** ☐ **Yes** ☑ If yes, specify name of major and include a memo from that department:

- **Minor?** **No** ☐ **Yes** ☑ If yes, specify name of minor:

- **Other program (is this course for GE, USCP, a Certificate, Credential)?** **No** ☐ **Yes** ☑ If yes, specify name of program:

  If the course is intended for another department, please include a memo from that department.

B. **Need**

Briefly explain the need for this new course (e.g., changes in the discipline/profession, based on review of assessment data, etc.). Describe how the course aligns with program learning objectives. (Note: "program" refers to the item(s) check in 1.A. above-graduate program, undergraduate major, support, minor, GE, etc.) It is the vehicle for implementing a continuous enrollment requirement for graduate students. Ensures that students have access to university resources and are officially enrolled
II. Course Learning Objectives, Assessment, Content

Note • Excerpts from already prepared materials may be "copied & pasted" into this section. Please do not attach a separate document.

A. Course Learning Objectives and Assessment Methods
List the learning objectives for the course (e.g., What should students know or be able to do after taking this course?) and the assessment method that will be used to collect credible evidence of student achievement of the learning objectives. Consult the Associate Dean in your college about assessment resources. Here's a link to institutional assessment resources.

If course is proposed for General Education, refer to GE criteria and identify GE objectives and criteria here.
If course is proposed for U. S. Cultural Pluralism, refer to USCP criteria and identify USCP criteria here.

You may use the chart below to directly relate course learning objectives to assessment methods OR you may list course learning objectives and assessment methods separately.

<table>
<thead>
<tr>
<th>Course Learning Objectives</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Expanded Course Content
Provide a detailed week-by-week outline (you may include readings, discussion topics, lab experiments, activities, assignments, etc.) For courses with multiple sections, faculty and/or courses with different subtitles, describe the consistent principles or key elements that will be common to all sections. For a course with different subtitles, please provide a representative sample of a syllabus.

If course is proposed for General Education, refer to GE criteria and identify GE objectives and criteria here.
If course is proposed for U. S. Cultural Pluralism, refer to USCP criteria and identify USCP content here.

III. Consultation

A. If other departments or programs will be affected by this new course, please talk with the other department chairs/heads and attach signed consultation memos to this form.

Memo not required ✗ Memo attached ☑

B. List all courses that already cover any significant part of the planned content/learning objectives of this course either within the department or from other departments. Explain why duplication of subject matter is necessary. Please talk with any other departments with which there will be significant duplication and attach signed consultation memos to this form.

To the best of my understanding, a memo is not required ✗ Memo attached ☑
C. Course proposal forms will be forwarded to the Library’s representative on the Academic Senate Curriculum Committee by the Academic Programs office. The appropriate college librarian will comment on support of this course. This will be done one term prior to review by the full Senate Curriculum Committee.

IV. Resources (in consultation with the Department Head/Chair and College Dean/Associate Dean)

A. For Department and College Planning Purposes: NA

<table>
<thead>
<tr>
<th>Estimated number of students in one section of this course?</th>
<th>100</th>
<th>Lec/Sem</th>
<th>Lab/Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated number of sections offered</td>
<td>Fall: 1</td>
<td>Winter: 1</td>
<td>Spring: 1</td>
</tr>
</tbody>
</table>

B. Explain the impact of this new course on current and/or new resources and accessibility.

1. Equipment.
   Does this course require new equipment? ☒ Yes ☐ No
   If yes, specify:

2. Supplies.
   Does this course require new supplies? ☒ Yes ☐ No
   If yes, specify:

3. Facilities.
   Indicate type of teaching environment needed.
   None needed; most students will not be on campus.

4. Faculty.
   Indicate the names of the faculty members who will initially teach the course. NA
   Additional information regarding staffing of other courses and/or faculty workload may be requested by department head/chair and/or college dean.

5. Information Technology.
   Does this course require new computer facilities and/or software? ☐ No ☒ Yes
   If yes, please specify:

6. Instructional Materials and Information Technology Accessibility. (Revised 12/3/07) NA
   • As of Fall Quarter 2008, new courses, including associated instructional materials and websites, must meet CSU accessibility requirements unless an exception is granted. Information is available at the following website, Accessibility.calpoly.edu
   • Please review the Universal Design and Faculty Support sections of the Learning Management System support website at BlackBoardSupport.calpoly.edu
   • I have read and understand Cal Poly’s Universal Design webpage: No D ☐ Yes ☒
   • Take advantage of the technology support tutorials, workshops and other services offered by the Center for Teaching and Learning.
   • If you still have questions or need any assistance, email the Electronic and Information
V. Approval Signatures (to Curriculum Roles and Responsibilities)

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Curriculum Chair: NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head/Chair: NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Curriculum Chair: NA</td>
<td></td>
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<tr>
<td>College Dean: NA</td>
<td></td>
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</tr>
<tr>
<td>(This signature is the Dean's guarantee that she will provide any additional resources needed to support this course.)</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Vice Provost for Academic Programs:</td>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

For questions and concerns contact Mary Whiteford at mwhiteto@calpoly.edu or 756-5475
To: John Soares  
Chair, Academic Senate  

From: Warren J. Baker  
President  

Subject: Response to Academic Senate Resolution AS-692-09  
Resolution to Approve a Course to Facilitate Continuous Enrollment of Graduate Students  

Date: June 22, 2009  


This is to formally acknowledge receipt and approval of the above-subject resolution.

Please express my appreciation to the Academic Senate Curriculum Committee members for their work on this issue.