

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE SAN
JOSÉ, CA 95192**

**F25-3, University Policy on Course Offering and Enrollment
Standards**

Legislative History:

On December 8, 2025, the Academic Senate approved University Policy, Course Offering and Enrollment Standards, presented by Senator Vogel for the Instruction and Student Affairs Committee.

Rescinds: S00-6

Action by University President:

Date: December 16, 2025

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

**F25-3, University Policy on Course Offering and Enrollment
Standards**

- Whereas, The current university policy requires courses to be deactivated if not offered once every two years, which disadvantages students and departments, especially for elective courses on rotation; and
- Whereas, The current university policy is also more restrictive than the general education standard set by CSU Executive Order 1100 CSU General Education (GE) Requirements; and
- Whereas, The current university policy does not reflect the increased focus on enrollment management, nor the more sophisticated enrollment management system technology; therefore, be it
- Resolved, That University Policy S00-6 be rescinded and replaced with the following.

Approved: November 10, 2025

Vote: 14-0-1

Present: Akin, Brown, Chisholm, Currin-Percival, Dao, Fryer, Giampaolo, Johnson, Lee, Leisenring, Mathur, Masegian, Meniketti, Sullivan-Green, Vogel

Absent: Gambarin

Financial Impact: No financial impacts are anticipated.

Workload Impact: No workload impact is anticipated.

UNIVERSITY POLICY ON COURSE OFFERING AND ENROLLMENT STANDARDS

1. Once annually, after the Spring census date, the Office of Undergraduate Education will distribute a listing of existing Catalog courses that have not been offered for at least five 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 catalog, a course must be offered at least once every five calendar years.
3. Courses removed from the Catalog are put into inactive status in the University's student information system (e.g., PeopleSoft), and may be scheduled and offered at any future date upon request from the Department Chair or Program Director to the Office of Undergraduate Education, without the need for a new course proposal.
4. If a class is offered on a pattern other than each semester, it must include clarifying wording in the roadmap or other advising documentation. Examples of clarifying wording would be: "Offered only in Fall semesters.", "Offered only in Spring semesters", "Offered only in alternate years.", "Offered only every third semester" "Offered only infrequently."
5. Department Chairs and Deans coordinate to authorize the continuance of classes when there is a compelling reason for offering them in spite of low enrollments.
6. Exempted from this policy are courses governed by accrediting bodies and other external agencies for various school service credentials, individual study courses, thesis courses, internships, supervision and/or practica courses, and laboratory or clinical courses restricted by available facilities or for safety reasons.