

**1 - CREDIT HOUR AND PROGRAM LENGTH REVIEW FORM**

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the Comments sections as appropriate.)
Policy on credit hour	Is this policy easily accessible? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, where is the policy located? <a href="https://newscenter.sdsu.edu/universitysenate/files/04800-SDSUPolicyFileJuly2015(1).pdf">https://newscenter.sdsu.edu/universitysenate/files/04800-SDSUPolicyFileJuly2015(1).pdf</a>
	Comments:
Process(es)/ periodic review of credit hour	Does the institution have a procedure for periodic review of credit hour assignments to ensure that they are accurate and reliable (for example, through program review, new course approval process, periodic audits)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, does the institution adhere to this procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments:
Schedule of on-ground courses showing when they meet	Does this schedule show that on-ground courses meet for the prescribed number of hours? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments: See Schedule of Classes for past, present, and upcoming course offerings at <a href="https://sunspot.sdsu.edu/schedule/search">https://sunspot.sdsu.edu/schedule/search</a> .
Sample syllabi or equivalent for online and hybrid courses <i>Please review at least 1 - 2 from each degree level.</i>	How many syllabi were reviewed? Seven
	What kind of courses (online or hybrid or both)? Both
	What degree level(s)? <input type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input checked="" type="checkbox"/> MA <input checked="" type="checkbox"/> Doctoral
	What discipline(s)? Oceanography, Psychology, Anthropology, Recreation and Tourism Management, Nutrition, American Indian Studies, Teacher Education
	Does this material show that students are doing the equivalent amount of work to the prescribed hours to warrant the credit awarded? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments:
Sample syllabi or equivalent for other kinds of courses that do not meet for the prescribed hours (e.g., internships, labs, clinical, independent study, accelerated) <i>Please review at least 1 - 2 from each degree level.</i>	How many syllabi were reviewed? Eight
	What kinds of courses? Internships, laboratory, practicum
	What degree level(s)? <input type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input checked="" type="checkbox"/> MA <input checked="" type="checkbox"/> Doctoral
	What discipline(s)? Political Science (internship), City Planning (internship), Geography (internship), Business Administration (internship), Child and Family Development (Laboratory), Geological Sciences (Laboratory), Music (Practicum), Exercise and Nutritional Sciences (Practicum)
	Does this material show that students are doing the equivalent amount of work to the prescribed hours to warrant the credit awarded? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments:
Sample program information (catalog, website, or other program materials)	How many programs were reviewed? Six
	What kinds of programs were reviewed? Five BA/BS and MA/MS, one BA/BS/MS/jPhD
	What degree level(s)? <input type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input checked="" type="checkbox"/> MA <input checked="" type="checkbox"/> Doctoral (Joint)
	What discipline(s)? Political Science, Geological Sciences, School of Music and Dance, Rhetoric and Writing, Spanish and Portuguese, History
	Does this material show that the programs offered at the institution are of a generally acceptable length? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments:

Review Completed By: Stephen Schellenberg  
Date: 9/11/2015

**2 - MARKETING AND RECRUITMENT REVIEW FORM**

Under federal regulation\*, WSCUC is required to demonstrate that it monitors the institution’s recruiting and admissions practices.

<b>Material Reviewed</b>	<b>Questions and Comments: Please enter findings and recommendations in the comment section of this table as appropriate.</b>
**Federal regulations	<p>Does the institution follow federal regulations on recruiting students?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Comments:</p>
Degree completion and cost	<p>Does the institution provide information about the typical length of time to degree?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does the institution provide information about the overall cost of the degree?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Comments:</p> <p>See MyMaps for all undergraduate degrees at <a href="https://sunspot.sdsu.edu/pubred/lmymap.disp">https://sunspot.sdsu.edu/pubred/lmymap.disp</a></p> <p>See program-specific information within the Graduate Bulletin (<a href="http://arweb.sdsu.edu/es/catalog/bulletin/">http://arweb.sdsu.edu/es/catalog/bulletin/</a>)</p> <p>See semester fees for undergraduate and graduate courses at <a href="http://bfa.sdsu.edu/fm/co/sfs/registration.html">http://bfa.sdsu.edu/fm/co/sfs/registration.html</a></p>
Careers and employment	<p>Does the institution provide information about the kinds of jobs for which its graduates are qualified, as applicable? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does the institution provide information about the employment of its graduates, as applicable?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p><u>Comments:</u></p> <p>What information, and where it is presented, varies by program, with venues including the General Catalog (undergraduate) and Graduate Bulletin (see links above) as well as program websites.</p> <p>SDSU provides information about the kinds of jobs for which its graduates are qualified through multiple sources, including the <u>General Catalog</u> and <u>Graduate Bulletin</u>, Career Services’ “<u>What Can I Do With This Major</u>” webpage, and the various academic programs’ <u>websites</u>. In addition to these web-based resources, academic programs also provide such information through their curricular structure and student advising.</p> <p>SDSU gathers information about the employment of its graduates through a survey of our graduating seniors each semester regarding employment and salary information. In addition, SDSU contributes regularly to the broader salary survey produced the National Association of Colleges and Employers (NACE). The most recent available reports for these local and national surveys are available at Career Services’ <u>Salary Survey page</u>.</p>

\*§602.16(a)(1)(vii)

\*\*Section 487 (a)(20) of the Higher Education Act (HEA) prohibits Title IV eligible institutions from providing incentive compensation to employees or third party entities for their success in securing student enrollments. Incentive compensation includes commissions, bonus payments, merit salary adjustments, and promotion decisions based solely on success in enrolling students. These regulations do not apply to the recruitment of international students residing in foreign countries who are not eligible to receive Federal financial aid.

Review Completed By: Sandra Temores-Valdez and Stephen Schellenberg  
Date: 09/07/2015

**3 - STUDENT COMPLAINTS REVIEW FORM**

Under federal regulation\*, WSCUC is required to demonstrate that it monitors the institution’s student complaints policies, procedures, and records.

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the comment section of this column as appropriate.)
Policy on student complaints	<p>Does the institution have a policy or formal procedure for student complaints?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If so, is the policy or procedure easily accessible? Is so, where?</p> <ul style="list-style-type: none"> <li>• Student Complaint Procedure is presented in General Catalog (p. 479) and Graduate Bulletin (p. 64, 68).</li> <li>• Nondiscrimination Policy is presented in General Catalog (p. 462-464) and Graduate Bulletin (p. 56-58)</li> </ul> <p><u>Comments:</u>            Student Complaint Procedure            Office of the Ombudsman            Student Services East, Room 1105            619-594-6578  <a href="http://www.sa.sdsu.edu/ombuds">http://www.sa.sdsu.edu/ombuds</a></p> <p>The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:</p> <p>1. If your complaint concerns CSU’s compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <a href="http://www.wascsenior.org/comments">http://www.wascsenior.org/comments</a>. WASC is the agency that accredits the CSU’s academic program.</p> <p>2. If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or Office of the Ombudsman, Student Services East , Room 1105, 619-594-6578, <a href="http://www.sa.sdsu.edu/ombuds">http://www.sa.sdsu.edu/ombuds</a>. The president or ombudsman will provide guidance on the appropriate campus process for addressing your particular issue. If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or ombudsman, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor’s Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.</p> <p>Complaints of harassment and discrimination that fall under the protected categories are referred to the Office of Employee Relations and Compliance for further investigation.</p>
Process(es)/ procedure	<p>Does the institution have a procedure for addressing student complaints?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><u>If so, please describe briefly:</u>            Student complaints against Faculty related to grade appeals, unfair treatment, administrative and academic policy are filed with the Ombudsman. Student complaints related to discrimination, harassment, or other protected categories are filed with Employee Relations and Compliance. Student-to-Student Complaints are filed with the Center for Student Rights and Responsibilities and investigated by a Judicial Officer.</p> <p>If so, does the institution adhere to this procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><u>Comments:</u></p>

Records	Does the institution maintain records of student complaints? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>If so, where?</u> Office of the Ombudsman; Office of Employee Relations and Compliance; Center for Student Rights and Responsibilities
	Does the institution have an effective way of tracking and monitoring student complaints over time? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>If so, please describe briefly:</u> Complaint records filed with the Ombudsman are kept for eight years; statistical information to evaluate trends is compiled and reviewed on a yearly basis. <ul style="list-style-type: none"> <li>• Complaint records filed with Employee Relations and Compliance</li> <li>• Complaint records filed with the Center for Student Rights and Responsibilities</li> </ul>
Comments:	

\*§602-16(1)(1)(ix)

See also WASC Senior College and University Commission’s Complaints and Third Party Comment Policy.

Review Completed By: Marit Bessesen

Date: 9/08/2015

**4 – TRANSFER CREDIT POLICY REVIEW FORM**

Under federal regulations\*, WSCUC is required to demonstrate that it monitors the institution’s recruiting and admissions practices accordingly.

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the comment section of this column as appropriate.)
Transfer Credit Policy(s)	Does the institution have a policy or formal procedure for receiving transfer credit? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, is the policy publically available? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  If so, where?  General and program-specific policies are presented in the General Catalog ( <a href="http://arweb.sdsu.edu/es/catalog/quickref.html">http://arweb.sdsu.edu/es/catalog/quickref.html</a> ) and in the Graduate Bulletin ( <a href="http://arweb.sdsu.edu/es/catalog/2015-16/Graduate/Graduate%202015-16.pdf">http://arweb.sdsu.edu/es/catalog/2015-16/Graduate/Graduate%202015-16.pdf</a> )
	Does the policy(s) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments:

\*§602.24(e): Transfer of credit policies. The accrediting agency must confirm, as part of its review for renewal of accreditation, that the institution has transfer of credit policies that--

- (1) Are publicly disclosed in accordance with 668.43(a)(11); and
- (2) Include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

See also WASC Senior College and University Commission’s Transfer of Credit Policy.

Review Completed By: Stephen Schellenberg  
Date: 10 November 2015