

**INFORMATION FOR UNDERGRADUATE STUDENTS REGARDING:**  
**EXECUTIVE DIRECTIVE TO FACILITATE GRADUATION (UED 09-35)**  
 (issued June 15, 2009; Entire directive available at [http://www.sfsu.edu/~audit/UED/ued09\\_35.pdf](http://www.sfsu.edu/~audit/UED/ued09_35.pdf))

In light of the California Legislature's plans to substantially cut funding to the California State University system, SF State will be forced to offer fewer sections and fewer seats for students. To help compensate for this hardship on students and to ease students' progress toward their degrees, we have revised some of the requirements for graduation, ***effective immediately and retroactively***. Please review the information below and ask your advisor if you have further questions about the implications of these changes for your individual situation.

**Changes to Graduation Requirements in order to Facilitate Graduation**

*A) Unlimited double counting between general education Segments I and II and major requirements:*

Any course that is required for the major and *also* is an approved course satisfying General Education (GE) may be used for both purposes. The student earns the units once, but satisfies two requirements at the same time. There is no limit to the number of units that may be double counted between the major and Segments I and II. (*Revision to existing requirements*) A maximum of two courses from Segment III may also count in the major.

*B) Changes to General Education Segment II requirements for students who begin their education at SF State as first-time freshmen:*

1. The basic requirements remain the same:

- a) In each Segment II Area (PBS, HCA, and BSS), students must complete a minimum of nine units.
- b) In each Segment II Area, students must select courses from at least two different departments. That is, at least three units of the nine-unit minimum must have a different departmental prefix.
- c) Within Segment II, students must complete one course that is designated as fulfilling the American Ethnic and Racial Minorities (AERM) requirement and one course that is designated as fulfilling the Lifelong Development (LLD) requirement. Some courses have been approved to satisfy both requirements.

2. Changes to specific area requirements:

- a) In GE Segment II Physical & Biological Sciences Area (9 units minimum):
  - i. Students must complete one course (minimum: three units) in Category A and Category B. If necessary, in order to complete nine units, students may choose a third course from Category A, B, or C.
  - ii. Courses with two different departmental prefixes must be selected.
  - iii. At least one course designated L/F (laboratory or fieldwork) must be selected.
- b) In GE Segment II Humanities and Creative Arts (9 units minimum) and Behavioral and Social Sciences (9 units minimum) Areas:
  - i. Courses need not be selected according to category requirements.
  - ii. Courses with at least two different departmental prefixes must be selected.

*C) Changes to General Education Segment III. To complete this requirement, students must:*

1. Complete at least nine units of upper division course work in residence at SF State.
2. Complete at least six units in one Segment III Cluster. The remaining three units must be selected either within the same cluster or from any other Segment III cluster. (*Revision to existing requirements*)
3. Begin their Segment III course work only after completing all General Education Segment I requirements.

4. Begin their Segment III course work upon completion of Segment I and a total of at least 30 units of Segment I and Segment II GE, but NOT before. (*Revision to existing requirements*)
5. Complete at least one course in Segment III that is both outside the major department and outside the major program submitted on the official Application for Graduation.
6. Complete at least one course in Segment III that is designated as fulfilling the Cultural, Ethnic, or Social Diversity (CESD) Requirement.
7. Note: Each cluster includes a “Recommended Pattern” designed to provide an integrative upper division experience. Although not required, students are encouraged to complete a recommended pattern if possible. (*Revision to existing requirements*)

### **Other Changes in order to Serve As Many Students As Possible**

#### *A) Change to the timing of when students may enroll in more than 16 units*

Although university policy allows undergraduate students to enroll in a maximum of 19 units in the fall or spring semester, students may register for a maximum of sixteen units of enrolled and wait-listed courses throughout priority and open registration periods. During the first three weeks of classes, students may enroll in a maximum of 16 units. During the final week of the add period, students may enroll in a maximum of 19 units. Also during that period, students may add units above the nineteen-unit maximum if they receive prior written approval of the college dean for their major (consult Bulletin for complete list of requirements and procedures). Permit numbers are required. If you wish to try to enroll in more than 16 units, be sure to attend any and all courses you hope to add, even though you will not be allowed to add until the fourth week. Please note that beginning Fall 2009, the deadline to drop classes will be at the end of the second week of the semester.

#### *B) Students may not change majors after they have accrued 96 units.*

Senior level students who wish to change majors will only allowed to do so if they can show that they will be able to complete their major by the time they reach 120-132 units, depending on the major. A departmental-approved Baccalaureate Degree Completion Plan must be turned in along with the signed change of major form.

#### *C) Students may complete a second major and/or a minor or certificate only if it can be done within 120 -132 semester units.*

When a student declares a second major, he/she will be required to complete a “Request to Add a Second Major” to show that it will be possible to complete both majors within the minimum units required to graduate.

### **Frequently Asked Questions:**

*FAQ: How long will these changes be in effect?*

Answer: The changes to General Education requirements will be in place until changes to baccalaureate degree requirements are revised and in effect. This directive applies to all students currently in the pipeline until they graduate, as long as they remain in continuous attendance.

*FAQ: When will these changes take effect?*

Answer: The changes are effective both immediately and retroactively, which means that if students have already completed requirements as outlined above, they have satisfied these requirements. No GE petition is necessary.

*FAQ: When will these changes be reflected on DARS?*

Answer: As soon as possible, but GE petitions will not be required for situations falling under this directive.

*FAQ: Can a student declare a second major or a minor?*

Answer: Yes, but for a secondary major, the student must complete a “Request to Add a Second Major” to show that it will be possible to complete the objectives within 120-132 units, depending on the major.