

# Department Chair Checklist for Student-Facilitated 98 and 198 Courses

## Have you checked to ensure the following?

1. The course proposal has been submitted for your approval prior to the deadline of one month before the end of instruction in the semester (or summer) before the class is to be taught. If the proposal is being submitted after the deadline, it must be accompanied by a letter from you (or your designate) clearly laying out the reasons for the lateness. Email is acceptable.
2. The Committee on Courses of Instruction (COCI) has approved this course to be taught in your department at the appropriate level (i.e., 98 for lower -division students; 198 for upper-division students).
3. The instructor of record, per Academic Senate regulation A205, is not supervising more than one Passed/Not Passed undergraduate course in any given term, exclusive of individual study or research courses, unless approval to do so has been given by the Dean of the School or College in which the course is offered.
4. The department is willing to provide appropriate administrative support for this course.
5. The resources needed for this course can be provided by the department or are otherwise available to the student.

## Have you verified that the instructor of record has made the appropriate decisions on the following?

1. The course number matches the content of the course (i.e., 98 and 198 are group studies courses).
2. The proposed course is in compliance with Academic Senate guidelines on unit value, is graded on a Passed/Not Passed basis, and has regularly scheduled meeting times.
3. The proposed course has explicit academic content and requirements, beyond classroom attendance, for receiving credit. In particular:
  - a. Students read, as part of the course, articles, books, and/or primary source documents that place the topic of the course in an academic context.
  - b. Students are required to write a short paper (or papers) that deal with the readings or the readings in relation to the students' experiences.
  - c. Students are informed in writing about what they need to do to pass the course.
  - d. All 98/198 (including but not limited to DeCal courses) are permanently exempt from the final exam requirement. Assignments may be due in the last week of classes, as long as they are not designated as final exams or assessments. In general, such assignments should not have significantly more weight than other assignments given during the semester.
4. The content of the proposed course is within the scope of your department's academic program.
5. The instructor of record has:
  - a. Reviewed and approved the most current version of the syllabus.
  - b. A plan for supervising the student course facilitator.
  - c. Has established with the student course facilitator a mechanism for keeping accurate records and documentation to support the awarding of credit to enrolled students.
  - d. Has ensured that the student course facilitator is not enrolled in the course. The instructor of record may enroll the student course facilitator in a 99/199 course that he/she will supervise.

## Next Steps

1. Sign the course proposal form if it meets the necessary criteria for approval.
2. Retain the original approved proposal with your department records.
3. Send a copy of the approved proposal form to the Committee on Courses of Instruction ( Academic Senate, 320 Stephens Hall, MC 5842).
4. Provide your Dean with a copy of the approved proposal form.
5. Provide the student with a copy of the approved proposal.

For more information:

<http://vpapf.chance.berkeley.edu/specialstudies/index.html>