

# Department Manual

## Elucidation for Course Classification 78 Request

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Course Classification 78 is for non-traditional instruction. Using CS78 as a permanent course classification has some unique implications and therefore requires additional documentation. Course Classification 78 generates NO (zero) WTU for the instructor, therefore an appropriate amount of Assigned WTU (AWTU) must be given to any instructor assigned to such class.

According to the Chancellor's Office, a classification of CS78 means that the course delivery is non-traditional instruction, examination, or evaluation. For example, the course would generate credit by examination or evaluation, or it is taught in modes not described by the formulas faculty workload is assigned.

To maintain campus-wide consistency regarding the use of CS78, and to ensure that AWTU is given when a course is assigned CS78 the department must submit a completed, signed [Elucidation for Course Classification 78 Request](#), along with the CPRC (CPCR not required for x98 or x99 courses). A copy of this form will be maintained in the department for reference when assigning instructors to these classes and allocating AWTUs for these classes.

Examples for CS78 rationale:

- This is a supervision style class with high enrollment. The traditional supervision course classifications generate an inflated amount of WTU.
- The enrollment for this course is unpredictable from year to year.
- This class requires very little supervision, and is offered as additional practice lab time for motivated students.

Examples of AWTU assignment:

- Instructor will receive 1.0 AWTU for 5-20 students enrolled; 2.0 AWTU for 21-40 students enrolled, etc.
- Instructor will receive 3.0 AWTU release for research when they have accumulated a total enrollment of 60 over the course of the academic year (or multiple academic years).
- Instructor will receive 3.0 AWTU for supervising up to 6 special help lab sessions.