

Sample Compliance Standard

Document Governance & Academic Program Policy (DGAPP-2026)
Version 1.0 (Test Standard)

Section 1 — Document Structure Requirements

1.1 The document **MUST** include:

- A title
- A version number
- An effective date
- A responsible authority
- A revision history table

1.2 The document **MUST** contain numbered sections and subsections.

1.3 Each mandatory requirement **MUST** use the term “MUST”.

1.4 Informational statements **SHOULD NOT** be written using “MUST”.

1.5 All defined terms **MUST** appear in a Definitions section.

Non-compliance examples:

- Missing version number
 - No revision history
 - Using “should” for mandatory policy
 - No definitions section
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Section 2 — Degree Unit Requirements

2.1 A bachelor-level academic program **MUST** require:

- A minimum of 120 semester units OR 180 quarter units.

2.2 At least 30% of total units **MUST** be upper-division coursework.

2.3 No more than 25% of total units **MAY** be transfer credit.

2.4 Activity-based coursework **MUST NOT** exceed 10% of total required units.

2.5 Courses graded Pass/Fail:

- **MUST NOT** exceed 20% of total required units.
- **MUST NOT** satisfy core major requirements unless explicitly approved.

Non-compliance examples:

- Program requires only 100 semester units
 - 40% of units are transfer credit
 - 50% of coursework graded Pass/Fail
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Section 3 — General Education Requirements

3.1 Programs **MUST** include coursework in:

- Humanities
- Social Sciences
- Natural Sciences
- Quantitative Reasoning

3.2 Each category **MUST** require at least 6 semester units (or equivalent).

3.3 Courses fulfilling general education requirements **MUST** be letter graded.

3.4 A single course **MUST NOT** fulfill more than two general education categories.

Edge-case tests:

- Course fulfills 3 categories
 - 3-unit humanities requirement only
 - Pass/Fail general education courses
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Section 4 — Residency Requirements

4.1 Students **MUST** complete at least 50% of total units in residence.

4.2 The final 15 units **MUST** be completed in residence unless formally waived.

4.3 Waivers **MUST** be documented and approved by the academic authority.

Non-compliance triggers:

- Only 40% completed in residence
 - No documentation of waiver
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Section 5 — Major Program Requirements

5.1 A major **MUST** consist of:

- Minimum 30 semester units
- Maximum 60 semester units

5.2 No more than 70% of major coursework **MAY** come from a single department unless interdisciplinary approval is documented.

5.3 Each major **MUST** include:

- A culminating experience (capstone, thesis, or project)
- At least one writing-intensive course

5.4 Double counting:

- Courses **MUST NOT** count toward two majors unless explicitly allowed under shared foundational requirements.
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Section 6 — Academic Integrity & Transparency

6.1 All policy exceptions **MUST** be documented.

6.2 All numerical thresholds **MUST** be explicitly stated (no “approximately”).

6.3 Policies **MUST NOT** contain contradictory unit thresholds.

6.4 Outdated policies (older than 5 years without revision) **MUST** be flagged for review.

Section 7 — Accessibility & Publication

7.1 The document **MUST** be publicly accessible.

7.2 The document **MUST** include contact information.

7.3 The document **SHOULD** include a summary section.