



## University Policy Statement

### UPS 411.200

## GENERAL EDUCATION GUIDELINES AND PROCEDURES: NEW AND EXISTING COURSES

### I. EVALUATING COURSES FOR INCLUSION IN THE GENERAL EDUCATION (“GE”) PROGRAM

Courses that may qualify for inclusion in the GE program include:

- (a) courses that are already a part of the university curriculum, and
- (b) semester course offerings arising under a variable-topics course that has already been approved for general education. Special Courses may not carry GE credit.

**A. *Sequence of Development and Review:*** There shall be a cycle every semester for the approval of the inclusion of courses in the General Education curriculum. The fall semester cycle begins on September 1, and the spring semester cycle begins on February 1. Each cycle shall be completed with the transmission of recommendations to the President of the university (“President”) by the end of the semester. All submitted GE course change forms shall be subject to the following process:

**B. *Proposal:***

*Areas 1-5 and Overlay Z:* Departments offering a course that is already part of the university curriculum (i.e., which has undergone full review and approval by the Academic Senate (“AS”) and the President) may seek, using a GE Course Change Form (with attached syllabus and evidence of how the course meets GE Learning Objectives [see D below]), inclusion of the course in the GE program.

*Area 6:* Only courses offered by the Departments of African American Studies, Asian American Studies, and/or Chicana and Chicano Studies or cross-listed with one or more of these three departments may qualify for inclusion in Area 6 of the GE program. The Departments of African American Studies, Asian American Studies, and/or Chicana and Chicano Studies offering a course that is already part of the university curriculum (i.e., which has undergone full review and approval by the Academic Senate (“AS”) and the President) may seek, using a GE Course Change Form (with attached syllabus and evidence of how the course meets GE Learning Objectives [see D below]), inclusion of the course in the GE program.

The GE Course Change Form and supporting documents shall be reviewed by the college curriculum committee and the college dean who, upon review and approval, shall forward the GE Course Change Form to Academic Programs. If the proposing academic unit is not housed in a college, the University Curriculum Committee shall substitute for the college curriculum committee and the Provost/Vice President of Academic Affairs (or designee) shall substitute for the college dean.

1. **Publication:** Each cycle begins with the distribution to all university faculty of a list of courses proposed for inclusion in the GE Program and their catalog descriptions together with a deadline for raising questions and challenges. GE Course Change Forms shall be available for examination in the office of Undergraduate Studies and General Education and the office of the AS.
  2. **Fall Cycle Deadlines:** The fall cycle begins on September 1 with the distribution of the list of courses proposed for the GE Program by the office of Undergraduate Studies and General Education. Questions must be filed with the office of Undergraduate Studies and General Education by September 15. Challenges must be filed by September 30. GE Course Change Forms, whether challenged or not, shall be sent to the Ethnic Studies Requirement Committee (for Area 6 courses) or GE Committee by October 1.
  3. **Spring Cycle Deadlines:** The spring cycle begins on February 1 with the distribution of the list of courses proposed for the GE Program by the office of Undergraduate Studies and General Education. Questions must be filed with the office of Undergraduate Studies and General Education by February 15. Challenges must be filed by March 3. GE Course Change Forms, whether challenged or not, shall be sent to the Ethnic Studies Requirement Committee (for Area 6 courses) or GE Committee by March 4.
- C. **Questions and Challenges:** A question is a written inquiry about the appropriateness of either including a course in the GE Curriculum altogether or of including it in the category for which it is proposed. A challenge is the conversion of a question into a formal request to disapprove a course proposed for GE on specific jurisdictional or academic grounds.
- D. **Committee Review:** Courses submitted for inclusion in Area 6 will be forwarded to the Ethnic Studies Requirement Committee (ESRC) for review. Only the ESRC may review and approve the courses on the basis of the UPS 411.201, *General Education: Breadth Objectives and Course Development* Area 6 objectives. Upon review and approval, the ESRC shall forward its recommendation to the GE Committee.

GE Committee review of all courses submitted for inclusion in the GE Program will take place on the basis of UPS 411.201, *General Education: Breadth Objectives and Course Development*. The GE Committee shall forward its recommendations to the AS, by November 15 in the fall cycle and April 15 in the spring cycle, for review and recommendation to the President. Subsequent review of courses submitted for inclusion in Area F shall give broad deference to the field expertise of the ESRC.

- E. **Review of New Topics for Previously Approved Variable Topics Courses:** When departments offering an approved GE variable topics (VT) course seek to add a new topic, the new topic may be approved for the GE program upon a sufficient showing that the new topic will meet the appropriate GE learning objectives, found in UPS 411.201.

When a new topic is proposed for such a VT course, a full description of the proposed new topic and a complete syllabus shall be forwarded to the office of Undergraduate Studies and General Education via the college dean. After review, the office of Undergraduate Studies and General Education shall forward the VT proposal to the GE Committee. Authorization to offer the new topic shall be given upon GE Committee approval, without further approval by the AS or the President.

## **II. EVALUATING COURSES FOR CONTINUED INCLUSION IN THE GENERAL EDUCATION PROGRAM**

- A. Courses approved for GE that have not been offered within a 5-year period shall have GE status removed by the office of Undergraduate Studies and General Education following notification in a timely fashion to college deans, department/division chairs, and other members of the University community.
- B. After consultation with the GE Review Committee, the office of Undergraduate Studies and General Education shall, at least annually, announce a review of a portion of courses in the GE program such that over an eight-year period all GE courses will undergo periodic review.
  - 1. This program of review shall be announced in a timely fashion to college deans, department / division chairs, members of the AS, and other members of the University community. Announcement may be accomplished via electronic mail. Courses that have been approved for inclusion in the GE Curriculum during the three-year period prior to the initiation of recertification of the GE category to which they have been assigned are exempt from recertification in that cycle.
  - 2. GE Review Committee review will be guided by UPS 411.201. Consultation with departments, divisions or programs shall provide ample opportunities to update courses to meet the goals and objectives of UPS 411.201. Sponsoring units may withdraw courses from the GE program.
  - 3. Outcomes of the GE Review Committee review may include (a) continued inclusion of the course in the GE program, (b) continued inclusion in the GE program but subject to another review in a subsequent semester, or (c) withdrawal of the course from the GE program. Outcomes (a) and (b) shall be reported to the AVPAP and to the chair of the department/division/program where the course is housed. Outcome (c) shall constitute a recommendation to the AS, except where a department / division / program voluntarily withdraws a course from the GE program.

Source: General Education Committee

**EFFECTIVE DATE: October 28, 2024**

Supersedes: UPS 411.200 dated 2-11-2021  
and ASD 21-04