

Instructions for Removal of General Education Status From a Course

The removal of a general education designator from a course can be initiated by either the course faculty or the General Education Coordinator.

Removal of a general education designator at the request of the course faculty

Course faculty may initiate removal if, for example, they no longer wish to teach the course in a way that meets the criteria for a general education course or if they teach an upper level course with prerequisites that are sufficient to meet the general education requirements for that outcome area, in which case general education status for the course in question is unnecessary.

The proposal to remove general education status must include the following university curriculum forms completed according to the instructions below and then forwarded to both the General Education Coordinator and the Chair of the University Curriculum Committee.

1. **Curricular Form A: Proposal Summary and Routing Form**

- a. In the “Proposal Title,” include the general education designator to be removed together with the course prefix, number and name.
- b. Classify the proposal as: *Group II-A – Minor Curriculum Clean-up and Course Changes*.
- c. In the “Proposal Summary” provide the following information:
 - 1) a rationale for why the course should be relieved of its general education status.
 - 2) an estimate of the number of students per year taking the course specifically for general education purposes.
 - 3) an explanation of how the change will affect the available options for students and how it will impact the student population in any other way.
- d. Complete the rest of Form A including initiating unit or individual, contact information, date or semester of proposal implementation, signatures, and summary of course action required.

2. **Curricular Form B: Curriculum Consultation Form:** A copy of this form must be completed and included with the proposal for every department with a program that requires the course as a way of satisfying general education requirements.

3. **Curricular Form E: New Course Information Form:** Although the proposal is not for a new course, similar information is required in order to evaluate the effect on the general education curriculum of removing the designator.

Please include the following information on Form E:

- a. Course prefix, number, and description
- b. Course outcomes
- c. Course content outline
- d. Information about “Assessment Plan” and “Time Allocation” is not required.

Removal of a general education designator at the request of the General Education Coordinator

Courses that no longer meet the course criteria for a general education outcomes area may be stripped of their general education status. For example, a course that has been designated global consciousness may shift in emphasis and no longer include global consciousness material as half of its course content. Similarly, assessment policy holds that courses refusing to participate in general education assessment, after a warning, can be stripped of their general education status.

In the proposal to remove general education status from a course, the General Education Coordinator must include the following information:

1. **Curricular Form A: Proposal Summary and Routing Form** (link to Form A on UCC site):
The same information as above under removal by course faculty must be included, but with these differences:
 - a. In the “Proposal Summary,” the rationale for why the course should be relieved of its general education status must also include evidence that supports the rationale.
 - b. The only required signature is from Academic Affairs.
2. **Curricular Form E: New Course Information Form** (link to): The same information as above under removal by course faculty must be included.

In addition to the above, the processes described below will be followed.

- The general education coordinator or the chair of the University General Education Committee should meet with the course faculty and department head of the affected area to see if there is any solution that will bring the course back into compliance, if the area wants to continue to maintain that general education status.
- If this meeting fails to achieve compliance, the general education coordinator or chair of the UGEC will bring the proposal for removal to the UGEC for consideration. The department and concerned faculty shall be apprised of this meeting and have an opportunity to be present to make their arguments for retaining the general education status in question.
- Given the severity of the action, 2/3 of the UGEC must vote in favor of removing general education status to affect that change.
- The recommendation of the UGEC will be forwarded to the Vice President of Academic Affairs who has the authority to overrule the UGEC decision.

If general education status is removed from a course, that removal will go into effect one semester after the decision, only after all relevant documents have been changed to reflect the change and the campus community has been informed of the change. All students who took the course prior to the change in status will receive the status in effect during the time they took the course.