

Procedure for Appealing the Rejection of General Education Status

Approval of General Education Status

Approval of General Education status for a course requires a proposal to be submitted to the General Education Coordinator who will forward the proposal for review to the general education subcommittee responsible for the outcome area requested. If the subcommittee approves the course for the requested general education designator then the proposal is forwarded to the University General Education Committee (UGEC) for evaluation. If the course is approved by the UGEC then it will receive the requested General Education designator.

Appealing the Rejection of General Education Status

If the course is not approved by the appropriate subcommittee, then the course proposer may appeal the rejection of General Education status through the procedure that follows.

- 1) Appeal to the subcommittee: The proposer will first meet with the subcommittee chair and attempt to reach a reasonable accommodation. For example, perhaps more information is needed to decide if the course meets the required criteria or perhaps reasonable changes could be made in the proposed course so it would better meet the required criteria.
- 2) Appeal to the University General Education Committee: If agreement cannot be reached at the subcommittee level, the course proposer can appeal to the UGEC. The appeal to the UGEC must include the following materials sent to the General Education Coordinator:
 - a. a detailed account of the review to date,
 - b. an answer to the subcommittee's rationale for rejecting the course for General Education status,
 - c. a more complete explanation of how the course meets the General Education criteria.
- 3) After receipt of the written materials from #2 above, the General Education Coordinator will arrange a meeting with the course proposer, the subcommittee chair, and the University General Education Committee. After all relevant questions have been answered the UGEC will meet in closed session to decide if the rejection of the course for General Education status by the subcommittee should be overturned. A 2/3 vote of all members of the UGEC will be required to overturn the subcommittee rejection of the course.