

# Oklahoma State University Policy and Procedures

## APPROVAL OF GENERAL EDUCATION COURSES

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AFFAIRS  
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### POLICY

1.01 The Oklahoma State Regents for Higher Education require all undergraduate students to complete at least 40 hours of general education courses including 6 hours of English composition, 3 hours of U.S. history, 3 hours of U.S. government, 6 hours of science (including a laboratory science), 6 hours of humanities, 3 hours of mathematics, and additional liberal arts and sciences courses as defined by the institution. Oklahoma State University general education requirements are outlined in the current catalog.

1.02 Any member of the faculty may submit a course for approval for designation as a general education course. Such submission should be made through a college curriculum committee, and must carry an endorsement by the appropriate department, or in the case of an interdisciplinary offering, the appropriate departments.

1.03 Courses submitted in accordance with the paragraph above will be reviewed by the General Education Advisory Council (GEAC) to determine if they meet the criteria and goals for general education course. GEAC will recommend to the Vice President for Academic Affairs those courses to be listed for general education credit in the catalog. Only courses designated as general education courses or courses approved in individual cases by the Vice President for Academic Affairs may be used to meet the general education requirements of the University.

### PROCEDURES

#### Addition of Courses

2.01 A description of a course that is being submitted for a new general education designation shall be reviewed and approved by the appropriate college curriculum committee before it is sent to GEAC for consideration. Requests for general education designations must be submitted to GEAC with an attached syllabus in the electronic general education database (available on the Oklahoma State University general education website).

2.02 Courses with variable credit (zero ending courses) must be submitted for approval each semester. Variable credit courses with the same title may be approved for a one-time only general education designation three times, after which the department must submit the course for approval as a regular general education course offering.

2.02 Requests for a new general education designation for a course must be received by GEAC before enrollment for the course begins (i.e., October for spring courses and March for summer and fall courses).

2.03 Courses may only be advertised as general education courses after the course is approved by GEAC.

2.04 If a course is not approved for a general education designation, the proponents of the course may submit a written appeal or request a hearing to present the case in favor of approval.

### Deletion of Courses

3.01 If a department wishes to drop a general education designation or delete a course with a general education designation, the department should submit the request on a course action form.

3.02 A course designated for general education may be challenged by any member of the faculty on the grounds that the criteria or goals for the designation as specified in the most recent version of the document, "General Education Course Area Designations – Criteria and Goals", have not been met. Such challenges should be made through a college curriculum committee. Challenges may also originate within GEAC.

3.03 GEAC will conduct a review of each challenged course. If there appears to be a reasonable justification for the challenge, an opportunity for a written appeal or hearing will be provided at which proponents of the course may present the case for continued listing. The results of the written appeal or hearing will be considered by GEAC in reaching a recommendation to sustain or delete a course that has been challenged.

3.04 No course may be subject to challenge more often than once in any three-year period.

3.05 Recommendations for deletion, following review by GEAC will be conveyed to the Vice President for Academic Affairs, who, upon concurring with the recommendation, will direct that the course in question be deleted from the list of approved courses.

3.06 No deletion of a course can take effect during the semester or summer term during which students have commenced taking the course for general education credit. No deletion can affect general education credit for the course in the case of students who have completed the course prior to the effective date of deletion.

### Review of Courses

4.01 Courses on the approved list for general education credit will be reviewed by GEAC approximately every three years. The format of such review will be determined by GEAC.

4.02 The results of the periodic review may result in continuation or discontinuation of the course designation.

4.03 If GEAC recommends that a course be discontinued, the proponents of the course may submit a written appeal or request a hearing to present the case in favor of continuation.

#### Assessment of General Education

5.01 Faculty who teach a course with a general education designation are expected to participate in general education assessment by providing samples of student work in the course. Samples of student work from course assignments and exams may be evaluated by members of a faculty assessment committee to determine students' achievement of general education learning outcomes, not course outcomes. Appropriate steps are taken to protect students' privacy, and results are reported only as institutional level data – not by course or department.

#### Individual Substitution of General Education Courses

6.01 Substitution of general education courses is allowed when background for the major demands greater depth in an area in which a general education requirement is stated. Only in the Analytical and Quantitative Thought (A) and Natural Sciences (N) areas is substitution of the more advanced lower-division course permitted.

6.02 Students may also request substitution of individual courses (typically transfer courses) that do not carry a general education designation. Students should submit a course description/syllabus along with a brief explanation of how the course fulfills the criteria and goals for the general education designation.

6.03 If a student has extensive international experience (e.g., overseas military service, legal residence in another country, etc.) he/she may petition to waive the Contemporary international culture "I" course requirement. However, the waived course will not count toward the minimum 40 hours of general education courses required by the Oklahoma State Regents for Higher Education.

6.04 Petitions for substitution require approval by the student's academic adviser, dean and the Vice President for Academic Affairs.

#### Composition of the General Education Advisory Council (GEAC)

7.01 GEAC is composed of one faculty representative from the College of Agricultural Sciences and Natural Resources; Spears School of Business; College of Education; College of Engineering, Architecture and Technology; and College of Human Environmental Sciences. The College of Arts and Sciences has one representative for the humanities, one for social sciences, and one for natural sciences or analytical & quantitative thought. These college representatives are approved by the Nominations Committee of Faculty Council. Faculty Council appoints one representative. The Associate Vice President for Undergraduate Education serves as Chair. A representative from the administration of the College of Arts and Sciences and the Director of University Assessment and Testing both serve as ex-officio members.

7.02 Representatives on GEAC are appointed for three year terms.

Faculty Notification of General Education Advisory Council Actions

8.01 The GEAC representative who is appointed by Faculty Council will give a report during the Faculty Council meeting in May describing the yearly activities of GEAC.

Approved by President Boger, April 26, 1982

Revisions approved by General Education Advisory Council, Instruction Council, Council of Deans and OSU Executive Group, 2007

Revisions approved by Faculty Council May 11, 2010

General Education Advisory Council, September 29, 2010

Instruction Council, October 8, 2010

Council of Deans, October 14, 2010