

# General Education Committee Handbook

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This handbook reflects the procedural guidelines approved by the general education committee, in the completion of its work related to student petitions and course approvals. Further guidance may be found in the historical record of individual petition decisions catalogued on the General Education committee Blackboard site.

## I. Blanket Substitutions

1. The Committee granted automatic waivers for the Cultural Diversity requirement for international students, except those from English-speaking Canada. (October 3, 2002)
2. UNIV 492, Study Abroad (or equivalent documented study abroad experience from a transfer institution): 3 study abroad credits, completed successfully and transferred back to NDSU, will qualify for either Diversity or Global Perspectives credit. 6 or more study abroad credits, completed successfully and transferred back to NDSU, will qualify for both Diversity and Global Perspectives credit. (January 2015)
3. XXX379, Study Tour: Study tour instructors may apply for general education course approval in any category that pertains to the course content (including diversity and global perspectives), especially but not only if the tour is offered with some regularity. Course approval for study tours requires a 1-page rationale for how the tour addresses a GE outcome plus a syllabus and should be

sent to the Director of General Education for GE committee review. Study tours must actively and substantially address the outcomes requested (comparable to an approved 3-credit course). (January 2015).

4. The Committee agreed that because courses taken by course challenge are graded only on a pass/fail basis, they constitute a special exception to General Education Policy #8 (courses offered only on a pass/fail basis). (March 12, 2010)
5. The Committee granted a blanket GE substitution Cultural Diversity and Global Perspectives request for the Sanford Nursing students who are entering the NDSU program in fall 2014. (March 28, 2014)

## II. Deadlines

1. The Committee decided that any student petitions must be in committee members' hands one week prior to any General Education Committee meeting. (October 22, 2002)
2. The Committee revised the appeal form to include the language: "Note that anticipated semester of graduation is not a factor for consideration in the review process." (April 9, 2010)
3. The Committee revised the appeal form to note that the Committee expects students to explain how the course they want to substitute meets the definitions of the appropriate category and to suggest students include a syllabus if that is possible. (May 7, 2012)
4. The Committee established April 15<sup>th</sup> and November 15<sup>th</sup> as cutoff dates for petition & appeal submissions (May 9, 2014)

## III. GE Lab Co-Requisites

1. The Committee supported a recommendation from the Colleges of Science and Mathematics and of Agriculture, Food Systems, and Natural Resources that students should complete the co-requisite laboratory courses and that cross-discipline substitutions should be discouraged. (January 26, 2005)

## IV. GE Equivalency

1. The Committee discussed the “equivalent” GE courses that fall under GE Administrative Policy #6. We agreed they should be listed as “known equivalents” of GE courses and decided on a two-stage process. The chair will contact the departments to get their approval. Once that is secured, Registration and Records will list them with the other courses. Those courses are:

Policy 6A equivalents

MATH 147: Applied Calculus II

MATH 166 Calculus II

MATH –any class numbered at the 200 level or above

Policy 6B equivalents

CHEM 150: Principles of Chemistry I

CHEM 160 Principles of Chemistry I Lab

CHEM 151 Principles of Chemistry II

CHEM 161 Principles of Chemistry II Lab

PHYS 251: University Physics I

PHYS 251L University Physics I Lab

PHYS 252: University Physics II

PHYS 252L University Physics II Lab (October 17, 2012)

2. Departments seeking to add a course as an “equivalent” GE course should submit a memo to the GE Committee indicating the following:
  - Who will this benefit?
  - Why isn’t this course being submitted for approval as a regular GE course?
  - What other course is this one comparable to?
  - What category does it fit in? (January 16, 2013)

## V. GE Pre-Requisites

1. The Committee revised the Working Definitions preamble to read: Courses should have no pre-requisites. The only prerequisites for general education courses must be other general education courses unless the General Education committee specifically approves an exemption due to the essential knowledge required for students in the course. The following courses were identified as fitting this exemption: MATH 104, MATH 146, MATH 165, STAT 330, CHEM 117L, CHEM 121L, PHYS 211L. (December 4, 2006)

## VI. GE Requirements and Transfer Students

1. The Committee approved a partnership with International Economics University (IEU) China for students completing a Hospitality and Tourism Management major at NDSU under a 2+2 arrangement. Based on the IEU curriculum in 2009, those students would need more science courses and the Upper Division Writing course. (April 27, 2009)
2. The Committee approved a proposal from the Honors Program to establish three permanently numbered umbrella courses, one each in the Humanities, Social Sciences, and Sciences with each carrying General Education credit; this would allow various courses to be taught as they arise or faculty become available. Because of the short time frame that often occurs, the Honors council will review and approve each course prior to it being offered, and those approvals would be reported to the General Education Committee at a specified interval. (May 4, 2009)
3. Registration and Records will consider Upper Division Writing as a degree or major requirement, not a General Education requirement for students who transfer to NDSU with an already earned baccalaureate degree. (February 20, 2013)
4. NDSU's current policy states that only three credits may be from the performance area. However, when the Registrar's Office receives GE courses classified as HUM/FA from other institutions, they have no controls in place to ensure that they are not counting more than three performance credits toward our HUM/FA requirement. The Registration and Records staff should use their own judgment, but to maintain the three-credit limit on performance credits. (September 12, 2012)

## VII. North Dakota General Education Council

1. The Committee is responsible for selecting two representatives and one alternate for the North Dakota General Education Council. The General Education Committee chair will serve as one representative. Committee members will select the other representative and the alternate from current members of the committee and members who have recently served on the committee. (March 28, 2011)

## VIII. Particular Courses

1. **BIOL 150, 150L, 151 and 151L:** The Committee approved a motion to accept BIOL 150, 150L, 151, 151L as GE courses for sophomores, juniors, and seniors or if these courses are listed on their curriculum guides as a General Education courses. This was in response to a request to allow Registrar's Office to grant waivers to juniors and seniors who have been disadvantaged by the withdrawal of BIOL 150, 150L, 151, and 151L from the list of approved General Education courses. The Committee approved the same request for students in Architecture and Landscape Architecture on 03/12/10. Committee noted that these classes are listed in 2008-2010 bulletin as GE courses and will be listed on curriculum guides for all sophomores, juniors and seniors in some colleges. The reason these classes have been dropped from GE is they no longer are targeted for non-majors.
2. **BIOL 150/150L :** The Committee will no longer approve BIOL 150/150L as a GE substitution, when students claim that it was previously a GE course and they have been misadvised or were not aware that it was no longer a GE course. The department removed it from the GE list in 2010. (March 14, 2014)
3. **UNIV 189:** According to Carolyn Schnell 1-2 students each year meet the requirement by serving as a mentor. A student must have an instructor who is willing to work with him or her in that capacity. A fair number of students take the DCE version of 189 each year. University Studies contacts all the students in its college who fail the course to tell them that they will need to successfully complete it in order to graduate. (October 15, 2010)
4. **Modern Languages:**
  - Any 4-credit 100-level Modern Languages course shall count for Humanities/Fine Arts credit and for Global Perspectives.
  - Any 3-credit 200-level Modern Languages course shall count for Humanities/Fine Arts credit and for Diversity\*.
  - Any 3-credit 300-400 level Modern Languages course shall count for Humanities/Fine Arts credit and for both Diversity and Global Perspectives.

\*See Modern Languages department policy for retroactive credit that may additionally affect the awarding of the Global Perspectives outcome. (January 28, 2015)