## Catalog Policy Proposal

Approved by General Education Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 10/20/2016

Approved by UFS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### General Education (GE) credit transfer challenge

Informal Process: If an undergraduate student believes that a course taken at another institution should satisfy a General Education (GE) requirement at the University of Baltimore (UB), but the UB transfer evaluation did not indicate that the course would meet a GE requirement, the student may petition the matter to the Assistant Provost for Undergraduate Studies and Academic Affairs informally to discuss the concern. The student should request this meeting in writing (written communications by e-mail are acceptable for this purpose) and should keep a copy of the request. All requests must be made before the end of the student’s first semester at UB; in the case where a student begins a new program of study, the request must be made within the student’s first semester in the new program of study.

 Within 14 calendar days after receiving such a request, the Assistant Provost will set up a time to consult with the student informally and discuss the student’s concerns. Although this consultation will ideally be held in person, it may also take place by telephone conference or through an e-mail conversation if necessary to accommodate both participants. If the student and Assistant Provost are able to reach an agreement about how to address the student’s concern during or as a result of the informal consultation, the matter will be considered resolved.

 If a student requests a meeting but the Assistant Provost does not respond within 14 calendar days after the request, or if the Assistant Provost is unavailable to consult in person, by phone, or by e-mail within that period, the student may proceed with the formal appeal process described below.

Formal Process: If the student’s concern has not been resolved through informal consultation with the Assistant Provost for Undergraduate Studies and Academic Affairs, the student may present the matter in writing to the Chair of the General Education Council (GEC). The GEC serves as the decision-maker for the request. If a GEC member has a conflict of interest with regard to the request, the Chair of the relevant Faculty Senate will designate an alternate, unbiased representative.

 The student’s written submission will:

* state that the consultation requirements of the informal process have been met;
* state clearly the reasons for requesting the GE transfer credit approval; and
* contain documents, including a course syllabus and the catalog course description from the granting institution, with full details of the course or courses for which GE transfer credit is requested.

Within 30 calendar days after receiving a written request from a student, the GEC will render a written decision on whether the transfer credit meets a GE area requirement. In the case where GEC is not in session, the GEC will render a written decision within 30 calendar days after the first meeting of the next academic year.