

VII-5.10 PROVISIONAL APPROVAL PROCESS -- GE/GR RE-CERTIFICATIONS

Approved by UFS May 1, 2019

Approved by the Provost: May 6, 2019

In accordance with UB policy, the General Education Committee reviews courses that are certified as meeting a general education (GE) area or fulfilling a graduation requirement (GR) for students. Following the GE Assessment Plan, this re-certification process happens twice yearly, once for a GE area and once for a GR area, on a cycling five-year basis. For each course in the specified area, the elected CAS, CPA, MSB, and Library representatives work with area faculty to examine the course syllabus and sample student artifacts to determine if the course is capable of measuring and meeting the specific requirements for a GE or GR course.

If the course is found to effectively meet the needs of the GE/GR area, it will be certified to continue fulfilling that requirement for the next five years. However, the committee may also provide a "provisional" approval for courses that may be missing a small number of important elements, or about which the committee has additional needs or questions before a full approval could be given.

A provisional approval allows for the course to continue fulfilling the GE/GR requirement(s) while the academic unit in question provides the updated or additional materials necessary to earn a full re-certification.

The policy and timeline for provisional approvals is as follows:

- 1.) A provisional approval is given to a course after one of the two yearly reviews of GE (fall) and GR (spring) courses.
- 2.) It is the GEC's duty and obligation to provide, at that time, *a specific and itemized list of concerns that need to be addressed or necessary items that were missing.*
- 3.) As not all courses are offered on the same timeline or every semester, and the spring GEC review will typically occur shortly before faculty are off contract for the summer, the provisional approval extends *to the next semester the course is taught.* This means a spring semester-only course given provisional approval at the end of spring semester would have provisional approval through the following spring.
- 4.) During the provisional semester, the course in question will continue to meet the specified GE/GR requirement(s).
- 5.) Faculty have until the *GE/GR certification application deadline* in the provisional semester to provide updated materials to the committee for re-evaluation. This date is set by the committee on a per-semester basis. With support from the Assistant Provost for Undergraduate Studies, it is the GEC's duty to make faculty with provisionally accepted courses aware of this date as soon as it is set.
- 6.) The committee will review the updated materials and provide, before the end of the semester, a definitive re-certification, or a denial of re-certification, based on those updated materials.
- 7.) In the event that recertification is denied, the GEC chair will contact the program faculty in the area to inform them of the decision. The Assistant Provost for Undergraduate Studies will also notify and work with both Advising and Records and Registration to update the course's information and make the new status known to advisors.