

## Academic Policy Proposal

<b>INITIATING GROUP / UNIT:</b> CAS <input type="checkbox"/> CPA <input type="checkbox"/> LAW <input type="checkbox"/> MSB <input type="checkbox"/> UFS <input checked="" type="checkbox"/> x GEC Office of the Provost <input type="checkbox"/>		
<b>CONTACT NAME:</b> Fiona Glade/Todd Harper		<b>PHONE:</b> x 5914
<b>POLICY TITLE:</b> General Education/Graduation Requirement Provisional Approval		
<b>APPLIES TO:</b> CAS <input type="checkbox"/> x CPA x <input type="checkbox"/> LAW <input type="checkbox"/> MSB <input type="checkbox"/> x		
<b>SPECIFIC PROGRAM</b> (if applicable):		
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2019		

### I. Statement of Purpose

To have a sensible policy and process for addressing what happens when a current GE or GR requirement does not meet with re-certification approval by the General Education Council.

**II. Current Policy** (If proposal is a revision or discontinuance) It can be attached if too lengthy. Include date of original adoption if available. Current policy is not fully explicit about what would happen if a course were not instantly re-certified after 5 years as a GE or GR, but the implication is that all PeSo programming would have to be changed and then re-entered as soon as any change is made to meet GE or GR approval—thus, a very small change might result in confusing changes online, delays that could impact students etc. The proposal provides a grace period to help keep student-facing processes running smoothly and to provide time to make implementation changes smooth should any be needed.

**III. Proposed Policy** (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy.

See attached

**IV. Other** (who was consulted, definition of terms, etc.) General Education Council, senates of individual schools/colleges, Academic Policy Cte, et al

<b>V. Approval Signatures</b>		<b>Date</b>
A. College/School Dean(s)	CAS: _____ CPA: _____ LAW: _____ MSB: _____	_____ _____ _____ _____
B 1-2 General Education Council (UFS subcommittee)	Chair: _____	_____
Academic Policy Review Committee (UFS subcommittee)	Chair: _____	_____
C. University Faculty Senate	Chair: _____	_____
D. Provost and Senior Vice President for Academic Affairs (or designee)	_____	_____
E. AG's Office (as required)	Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator.	_____
F. President (as required)	_____	_____
G. Board of Regents (as required)	Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator.	_____

## General Education Committee Provisional Approval Process – GE/GR Re-certifications

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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.