



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 8:</b>	General Education	
<b>Title:</b>	Modifications to General Education Requirements	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
8.2	III.B	09/2022
<b>Reference:</b>	<a href="#">BOR Policy 2:7</a> – Undergraduate General Education Curriculum	
<b>Related Form(s):</b>		

Board Policy 2:7 – Undergraduate General Education Curriculum establishes that the General Education component of all baccalaureate and associate programs shall consist of the System General Education Requirements. The policy indicates the course/credit distribution across general education goal areas for each university and list the approved courses that students must complete to fulfill the established requirements in each area. Board action is required to implement any changes. This includes altering the course/credit distribution, adding or removing courses, and revisions to a course already included in the list of courses which fulfill the established requirement. To recommend changes to these requirements, the following guidelines will be followed.

## 1. Course-Related Changes

**1.1. Adding a Course.** A university may wish to add an existing or new course to its list of approved general education courses for a goal area. Prior to its consideration for inclusion as a designated general education course, a new course must have received institutional and system-level approval. Per the zero-sum general education requirement, a university may also need to identify a course for removal from its set of approved courses.

**1.1.1.** If the requested course addition is a common course, inclusion in one university’s general education approved course list for a goal area will result in inclusion in the approved course list for that goal area for all universities. As such, each university must ensure the common course meets the designated goal area learning outcomes if it is added to the general education approved course list.

**1.2. Removing a Course.** A university may wish to remove a course from its list of approved general education courses for a goal area to allow for the inclusion of a different course, or because the approved course is being discontinued or changed so that it no longer meets the learning outcomes specified for a goal area.

**1.2.1.** Unless there is a consensus among all regental institutions to remove a common course from the list of approved general education courses, a university requesting to remove a common course from its list of approved general education courses must also request to remove the course from the list of courses it is authorized to offer.

**1.3.** To add or remove a course:

**1.3.1.** The university must complete AAC Form 8.2 Revisions to General Education Requirements. The form should be submitted to the AAC Liaison of the System General Education Committee (SGEC), who will add the request to an upcoming meeting.

**1.3.2.** The System General Education Committee will review the requested revision and provide a recommendation to the Academic Affairs Council via the System Vice President for Academic Affairs.

**1.3.3.** The System Vice President for Academic Affairs will add the requested revision, along with the SGEC's recommendation, to the next available Academic Affairs Council agenda.

**1.3.4.** The Academic Affairs Council will consider the request and forward its general education curriculum recommendations to the Board for consideration during their March meeting.

**2. Course/Credit Distribution Changes.**

Each university must require its students to take at least 3 credits from each of the 6 general education goal areas, for a total of 18 credits. Each university must determine the distribution of an additional 12 credit hours from the goal areas it selects for bachelor's degree programs, and 6 credit hours from the goal areas it selects for associate degree programs. The distribution is approved by the Committee on Academic and Student Affairs (Committee A). If a university wishes to alter the distribution of the 12 credit hours of additional coursework, it must receive approval from Committee A using the following process:

**2.1.** The university Vice President for Academic Affairs will provide a memo to the System Vice President for Academic Affairs to outline the proposed distribution, justify the need for the change, and identify the possible impact to students and the system.

**2.2.** The System Vice President for Academic Affairs will add the requested change as an item for discussion at the next available meeting of the Academic Affairs Council. The Academic Affairs Council will discuss the implications of the change to the system.

**2.3.** The System Vice President for Academic Affairs will add the requested change as an agenda item for the next available meeting of Committee A.

**2.4.** Committee A will consider the requested change and approve or deny the request.

**2.5.** Board Policy 2.7 will be revised to reflect any changes to the System General Education Requirements course/credit distribution table. The revised policy will be presented to the Board of Regents as an information item at the March meeting.

**NOTE: This process does not include approval for the development of a new course. The process to approve a new course must be completed before the course will be considered for inclusion in any set of the General Education Requirements.**

**SOURCE:**

AAC February 2007; August 2016 (Clerical); October 2018 (Clerical); December 2019 (Clerical), August 2022.