

**GENERAL STUDIES COUNCIL
POLICIES AND PROCEDURES
(ADOPTED FEBRUARY 2, 1995)**

I. GUIDELINES FOR EVALUATION OF COURSES SUBMITTED FOR GENERAL STUDIES COUNCIL (GSC) APPROVAL

A. ASU Courses

1. Submission

- a. Courses may be submitted to the GSC at any time during the academic year.
- b. Course proposals are submitted to the GSC Coordinator and distributed to the appropriate subcommittee chairs.

2. Minimum Requirements for Submission

- a. A course must be approved by the University Senate before being submitted to the appropriate subcommittee(s) of the GSC.
- b. Courses with undergraduate “omnibus” numbers will be approved in one of the following three ways:
 - i. All Honors Thesis courses having an XXX 493 number qualify for L credit.
 - ii. Professional seminars (XXX 498) in specific departments may qualify for L credit based on certification of uniformity of class work assigned.
 - iii. Any other omnibus course can be approved if it meets the relevant criteria and is submitted according to regular procedure. The following conditions will apply:

1. The application will be for a specific course identified by title.
2. The application must include documentation **from the unit’s chair** of the unit’s intent to apply for a regular course number after the course has been offered twice.
3. Approval will be for one semester.
4. The course can be renewed for up to two additional semesters by certification that any changes have not affected fulfillment of General Studies criteria. After the course is approved for a regular number, it will be resubmitted to the GSC in order to be granted a GS designation(s).

- c. Every proposal must include the General Studies course proposal cover form, the appropriate criteria checklists, and evidence (e.g. course description, syllabus, textbook information) that the course meets the General Studies criteria.
- d. Each course that satisfies requirements for H, G or C credit fulfills a student’s minimal need for university-level education in that awareness area.

A. ASU Courses (cont.)

- e. Courses submitted for SG or SQ credit must be laboratory courses or combined lecture and laboratory courses carrying at least four semester hours. Courses or combinations of courses submitted for General Studies approval other than SG or SQ courses must be offered for not less than three semester hours.
- f. Proposals for multi-section courses or courses taught by different instructors must include the signature of the department chair guaranteeing that such courses will be taught in the manner described in the course proposal whenever they are offered.

3. Cross-listed Courses

An ASU course cross-listed and approved by ASU GSC is automatically approved for the same area(s) as the course(s) with which it is cross-listed.

4. Effective Dates

- a. The effective dates for approved courses are the first listing of those courses in the spring or fall *Schedule of Classes*. Therefore, courses approved before 1 May will be effective the ensuing spring semester *Schedule of Classes*. Courses approved before 1 February will be effective the ensuing fall semester *Schedule of Classes*.
- b. Courses not re-approved by GSC under mandatory review will have one full academic year before the course is deleted from the GSC list.

5. Determination of General Studies Status

- a. A General Studies course is determined *either* by:
 - i. its status at the time a student's plan of study or program of study is approved;
 - ii. its status in the *General Catalog* in effect when the student took the course;
 - iii. *or* its status in the General Studies course list in the *Schedule of Classes* during the semester the student took the course.

6. Restrictions

- a. Courses devoted primarily to developing a skill in the creative or performing arts (e.g. studio classes) are disallowed.
- b. Placement examination proficiency in English, foreign languages or mathematics does not satisfy L, HU, or MA credit requirements.
- c. Graduate-level courses do not qualify for GS credit even if cross-listed with undergraduate courses that satisfy General Studies requirement.

7. Area Committee Reports

Each subcommittee will submit a report recommending the acceptance or rejection of all proposals; reports will include a brief justification for the recommendation.

B. Community College Courses

1. Eligibility

Eligibility of community college courses is determined as follows:

- a. Courses that have a current direct (one-to-one) equivalency to an ASU course that carries general studies designation automatically inherit the General Studies designation(s) for the ASU course.
- b. Courses which have a current equivalency of "E" or "DEC" in the Course Equivalency Guide (CEG) may be considered for General Studies evaluation.
- c. Courses listed as **non-transferable** in the CEG are not eligible for consideration.

2. Requesting General Studies Designation(s)

(link to this site: <https://provost.asu.edu/generalstudies/gsdcc>)

- a. Appropriate materials must be submitted to GSC one month prior to a scheduled GSC meeting; statewide deadlines will determine publication of a General Studies designation for a course in the Course Equivalency Guide (CEG).
- b. Course proposals are submitted to the Curriculum Coordinator and distributed to chairs and members of the appropriate area subcommittee(s).

3. Minimum Requirements for Submission

- a. A course must have been accepted for transfer to ASU before being submitted to the GSC.
- b. Every proposal must include a cover form, the appropriate criteria checklists, and documents (e.g., course description, syllabus, textbook information) that demonstrate how the course meets the GS criteria.
- c. Courses submitted for SQ or SG credit must be laboratory or combined laboratory and lecture courses carrying at least 4 credit hours (on a semester schedule).
- d. Courses or combinations of courses submitted for GS approval other than SQ or SG courses must be offered for not less than 3 credit hours.
- e. Proposals for multi-section courses, courses taught by different instructors or courses taught on different campuses must include the signature of the appropriate unit head guaranteeing that such courses will be taught in the manner described in the course proposal whenever they are offered.

4. Cross-listed Courses

A community college course that is cross-listed and approved by the ASU GSC is also approved for the same area(s) as the course(s) with which it is cross-listed.

5. Effective Dates

- a. Community college courses approved by the GSC before the end of March will be effective with the Fall *Course Equivalency Guide* (CEG).

- b. Community college courses approved by the GSC before the end of October will be effective with the Spring *Course Equivalency Guide* (CEG).
- c. CEG courses approved before the CEG publications, and which are one-to-one equivalents to ASU General Studies courses, will be entered into the subsequent CEG by the Transfer Systems Development Director.
- d. The transfer value of a course, including the General Studies value, is governed by the CEG in effect at the time the course is taken.

6. Restrictions

Each module of a community college modular course must be evaluated separately for GSC credit. GSC credit will not transfer unless a minimum of 3 credit hours of modular courses has been completed. For Natural Sciences, 4 credit hours of modular courses are needed to transfer as SQ or SG.

7. Curriculum Changes

- a. When the one-to-one equivalency of a community college and an ASU course is denied as a result of curriculum changes or re-evaluation of the community college course, the General Studies equivalency will be denied.
- b. When General Studies status is denied as a result of mandatory re-evaluation or curriculum changes, its community college equivalent will be denied.
- c. When the one-to-one equivalency of a community college course is denied due to ASU program changes, the General Studies designation will be retained, subject to the approval of the Office of the Provost. Thereafter, the community college course must be subject to mandatory five-year review.

8. Policy Concerning University Courses

Lower-division General Studies courses *and* the new University requirements at the upper-division level (i.e., the upper-division requirements for HU, L and SB), remain under the supervision of the GSC. It is the GSC's role to approve and maintain designations for courses in both tiers.

II. MONITORING OF GENERAL STUDIES COURSES

A. ASU Courses

1. Re-evaluation

- a. When changes occur in GSC policies, procedures or checklists that may affect the GSC status of a course, the Curriculum Coordinator will send a notice to the units that may be affected by these changes asking that they review their General Studies offerings by:
 - i. identifying those courses that continue to meet GS requirements
 - ii. identifying those courses that should be deleted from the list
- b. The Curriculum Coordinator reports the courses deleted as a result of this process to the GSC. Upon approval of the report, the coordinator shall transmit the list of deleted courses to DARS and the Office of the Registrar for

update of the university *General Catalog* and *Schedule of Classes* and to the Transfer Systems Development Office for update of the CEG.

2. Mandatory Review

- a. Each year the GSC reviews courses after 5 years on the GSC list. The GSC will provide the unit head with a copy of the GSC policy and procedure statement and information on rationale and/or criteria changes that have occurred within the past five years. The GSC requires syllabi and other information for courses that qualify for mandatory review. If the rationale statement and/or the criteria checklist have not changed in the past five years (i.e. if the course description self-evidently meets the criteria) a syllabus is not normally required. If the rationale statement and/or the criteria checklist have changed since first proposed or last reviewed, resubmission of the syllabus is required to maintain its GSC status.
- b. The request to unit heads for course materials will be sent out each year by 1 February. Responses should be received by 15 March. If responses are not received by that date, the course in question will be dropped from the General Studies list.
- c. The GSC area subcommittee should complete their review of these materials and make their written recommendations to the GSC by the last meeting of the academic year.
- d. The mandatory review of a course may have one of two results: re-approval or denial. The department will be contacted and given until 1 September to respond. If the requested documentation is not provided by that date, the course will automatically be denied.
- e. All courses denied as a result of re-evaluation or mandatory review will be deleted from the list of GSC courses in the next *ASU General Catalog*.
- f. Effective **Fall 2019**, the Office of the University Provost has implemented a new business process regarding permanent courses with topics and General Studies designations. Requests for General Studies consideration must be submitted at the topic level. Any permanent course with topics that currently carries a General Studies designation will continue to carry its General Studies designation until the course is due for mandatory review. General Studies mandatory course review occurs every 5 years from when the course first gained its General Studies designation(s). In order to add new topics to a permanent course that currently carries a General Studies designation, those topics must be submitted individually to General Studies Council for consideration. When a permanent course with topics does require General Studies mandatory review, units have the following options:
 1. Remove the General Studies designation(s) from the course and all its topics, or
 2. Submit required documentation for General Studies consideration at the course level only (without topics). This will require all topics to be removed

from the course via a Topics Form in Curriculum ChangeMaker, and no topics will be allowed to be requested for that course moving forward. or,

3. Remove the General Studies designation(s) and submit required documentation for *each* topic to be considered for review to maintain its General Studies designation(s). Topics beneath permanent course numbers will now be handled like omnibus course topics where only the topic carries the General Studies designation(s).

B. Community College Courses

1. Community college courses will be reviewed by an MCCCDC representative periodically according to procedures paralleling the ASU mandatory review procedures. Community college courses approved by the GSC are subject to the same schedule of mandatory review as ASU courses on the GSC list.
2. The General Studies status of courses that have one-to-one equivalency is monitored by the ASU Transfer Systems Development Office based on state-wide articulation policies.