The University of Georgia

University Council
Athens, Georgia 30602

October 10, 2012

UNIVERSITY CURRICULUM COMMITTEE – 2012-2013
Mr. David E. Shipley, Chair
Agricultural and Environmental Sciences - Dr. T. Dean Pringle
Arts and Sciences - Dr. Timothy Gupton (Arts)
Dr. Rodney Mauricio (Sciences)
Business - Dr. William D. Lastrapes
Ecology - Dr. James W. Porter
Education - Dr. William G. Wraga
Engineering – Dr. Sidney Thompson
Environment and Design - Mr. David Spooner
Family and Consumer Sciences - Dr. Silvia Giraudo
Forestry and Natural Resources - Dr. Sarah F. Covert
Journalism and Mass Communication - Dr. Alison F. Alexander
Law – No representative
Pharmacy - Dr. Keith N. Herist
Public and International Affairs - Dr. Robert Grafstein
Public Health – Dr. Marsha C. Black
Social Work – Dr. Kristina Jaskyte
Veterinary Medicine - Dr. Scott A. Brown
Graduate School - Dr. Tracie E. Costantino
Ex-Officio – Provost Jere W. Morehead
Undergraduate Student Representative – Mr. Pranay Udutha
Graduate Student Representative – Mr. Garrett Jaeger

Dear Colleagues:

The attached proposal for the revised Academic Affairs Policy 4.07-11, Write-In Courses, was tabled at the February 16, 2011, University Curriculum Committee meeting, and revised by the Educational Affairs Committee at the January 11, 2012, meeting. The revised proposal was considered and tabled by the University Curriculum Committee at the March 28, 2012, meeting. This revision will be an agenda item for the October 17, 2012, Full University Curriculum Committee.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Provost Jere W. Morehead
Dr. Laura D. Jolly

The University of Georgia

University Council
Athens, Georgia 30602

October 12, 2012

Dear Colleagues:

The attached proposal for a Revised Academic Affairs Policy 4.07-11, Write-In Courses, has been approved by the Educational Affairs Committee and is being brought to the Curriculum Committee for its consideration.

The Educational Affairs Committee has been considering this proposal for several years. A consideration of how the University considers transfer courses is at the core of educational policy. And, there is a national trend, which is only accelerating, to bring ever more transfer courses to the universities.

Over the years, within the University of Georgia, there has been considerable confusion as to who has the authority to approve transfer courses and how those credits can be applied within our curriculum. The Educational Affairs Committee has attempted to streamline and clarify this process for undergraduates, staff and faculty.

The bottom line is this: the faculty have ultimate control over how transfer courses are handled at the University of Georgia, within the framework provided by the Board of Regents' rules on the transfer of credit within the University System. There are few changes in the attached policy: most of the policy simply aims to streamline the process of transfer credit approval and to make that process more transparent. This should assist considerably students who are requesting transfer credit.

There are, however, two significant changes that we feel bring this policy in line with current university practice. First, Educational Affairs would like to impose a 5-year limit on the length of time a petition for course equivalency can be maintained as valid. Currently, no such limit exists: a course at another university determined to be equivalent to a UGA course 15 years ago is still considered equivalent today with no review. As a result of accreditation concerns, the University of Georgia now reviews all curricula on a regular basis, including General Education on a 5 year cycle. We strongly believe that transfer equivalents must be reviewed on a 5-year cycle.

Second, the UCC currently reviews all UGA courses that are to be considered for inclusion in the General Education Curriculum. At this time, transfer courses that are not equivalent to UGA courses can be used to satisfy General Education requirements solely with review by departmental faculty. Why does UCC carefully review UGA courses for inclusion in the core, but allow departments to make that determination for transfer courses? We believe that is inconsistent and does damage to our General Education Curriculum and urge UCC to include review of transfer courses to satisfy the General Education curriculum.

We urge our colleagues on the Curriculum Committee to approve these modest changes.

Sincerely,

Rodney Mauricio

Rodney Mauricio, Ph.D., Chair
Educational Affairs Committee

CURRENT POLICY

4.07-11 Write-In Courses

Write-in course definition
A course taken by a student at an institution other than the University of Georgia which transfers in to UGA as a credit course but does not transfer in with a UGA course number.

Determining equivalency
When a student transfers a course, it is evaluated by the Office of Undergraduate Admissions. If this office does not assign a UGA equivalent course number to the transfer course, the student may ask the faculty in the department of the discipline in which the course is taught at UGA to evaluate the course to determine if it is equivalent to a UGA course. If the department determines that the transfer course is equivalent to a UGA course, the Admissions Office should be notified and the appropriate UGA number assigned.

Courses that are used to satisfy Core Curriculum requirements
Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA as a write-in course and there is verification of the completion of that Core Area at the originating institution, the academic advisor or school/college must approve the course for use in the same Area in the UGA degree. Verification may be offered by the student (i.e. course syllabus, catalog, final exam, or other information as requested) or determined by an advisor (i.e. checking the web page of the originating institution). In cases where core areas have not been completed or the course is from a non-USG institution, the faculty in the department of the discipline in which the course is taught at UGA will determine whether or not a course may be used in Areas C, D, or E of the Core Curriculum and the faculty in the student's major department will determine whether or not a course may be used in Area F of the Core Curriculum.

Courses that are used to satisfy Major Requirements or Major Electives
Course requirements to satisfy a student's major are determined by the faculty in the department of the major and reviewed/approved by the curriculum committee(s) according to relevant policy. Therefore, the faculty in the major department have the responsibility and authority to determine if/how the write-in courses will count in the major. If the faculty member who reviews write-in courses is not familiar with the institution or course in question, the student should provide the faculty member with a course syllabus, catalog, final exam, or other information as requested.

Courses that satisfy school/college degree requirements
If a school or college has school-wide or college-wide degree requirements the school or college should develop a policy for substituting a write-in course for a required course in the degree requirements. In the absence of such a policy the student's major department can make such decisions.

Courses that satisfy University degree requirements

The faculty in the department of the discipline in which the course is taught at UGA will determine whether or not a course may be used to substitute for a University degree requirement.

The route of appeals for major requirement, major elective, or Core Area F substitutions or waivers is:

1. the major department,
2. Dean's Office of the student's school/college,
3. Educational Affairs Committee,
4. University of Georgia President,
5. Board of Regents

The route of appeals for school/college requirement, University requirement, or Core Areas C, D, or E substitutions or waivers is:

1. the department of the discipline in which the course is taught at UGA,
2. Dean's Office of the school or college in which that department resides,
3. Educational Affairs Committee,
4. University of Georgia President,
5. Board of Regents

Source:
University Council, April 22, 2004

REVISED POLICY WITH MARKUP

Academic Affairs Policy Manual

4.07-11 Write-In Courses

Determining Transfer Equivalency

Minimum requirements

Courses must be taken at an institution that has been accredited by its appropriate regional association or, in the case of a course taken at a foreign university or through a study abroad program, at an institution/program specifically approved by the Office of International Education or the Office of Undergraduate Admissions.

Equivalent course

A course taken at another institution that transfers into UGA as a credit course with a UGA course number.

Non-equivalent course (write-in course)

A course taken at another institution that transfers into UGA as a credit course but does not transfer with a UGA course number.

Policy for determining whether a write-in course is equivalent to a UGA course:

The faculty members in the department in which the proposed equivalent course is taught ultimately determine whether equivalency exists. Each department will designate a contact person to facilitate transfer equivalency requests. The departmental contact person will confer with the appropriate faculty member with expertise in the relevant course or discipline. The faculty will also note whether the equivalency is limited to that single petition or if the equivalency should apply to that course at that institution for an extended period of time. In the latter case, equivalency will only be valid for a maximum of 5 years, after which equivalency must be reestablished either by a new student petition or request of the appropriate academic department.

Process for determining whether a write-in course is equivalent to a UGA course:
Process for the student to request that the write-in course be recorded on the transcript with a UGA course number:

- The student should complete the Transfer Equivalency Form available online at:
- Students must provide, at minimum, a course description and a syllabus with the Transfer Equivalency Form.

- A student should send the form to the department of the discipline in which the course is taught at UGA. Students may find the contact information by choosing the course prefix here.
- The departmental contact person will notify the student and the Office of Undergraduate Admissions of the decision.

For courses taken at a foreign institution or as part of a study abroad program, the student must first contact the Office of Undergraduate Admissions or Office of International Education to seek transfer credit approval prior to initiating the process for write-in course equivalency.

~~**Write-in course definition**~~

~~A course taken by a student at an institution other than the University of Georgia which transfers in to UGA as a credit course but does not transfer in with a UGA course number.~~

~~**Determining equivalency**~~

~~When a student transfers a course, it is evaluated by the Office of Undergraduate Admissions. If this office does not assign a UGA equivalent course number to the transfer course, the student may ask the faculty in the department of the discipline in which the course is taught at UGA to evaluate the course to determine if it is equivalent to a UGA course. If the department determines that the transfer course is equivalent to a UGA course, the Admissions Office should be notified and the appropriate UGA number assigned.~~

Determining How Write-In Courses Satisfy UGA Requirements

Except under certain circumstances mandated by the Board of Regents, the ultimate responsibility for determining if transfer courses satisfy university requirements rests with the faculty.

Courses that are used to satisfy Areas I, II, III, IV, or V of the Core Curriculum requirements

Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA ~~as a write-in course~~ and there is verification that the course satisfies ~~of the completion of that~~ Core requirements ~~Area~~ at the originating institution, UGA will ~~the academic advisor or school/college must~~ approve the course for use in the appropriate ~~same~~ Area of the core ~~in the UGA degree~~. A transfer course judged to be the equivalent of a UGA course that currently fulfills the Core requirement can also be used to fulfill the Core requirement. A course not currently approved as fulfilling an Area of the Core Curriculum can be approved only by the University Curriculum Committee. ~~Verification may be offered by~~

~~the student (i.e. course syllabus, catalog, final exam, or other information as requested) or determined by an advisor (i.e. checking the web page of the originating institution). In cases where core areas have not been completed or the course is from a non-USG institution, the faculty in the department of the discipline in which the course is taught at UGA will determine whether or not a course may be used in Areas C, D, or E of the Core Curriculum and the faculty in the student's major department will determine whether or not a course may be used in Area F of the Core Curriculum.~~

Courses that are used to satisfy Major Requirements, ~~or~~ Major Electives, or Area VI of the Core Curriculum requirements

Course requirements to satisfy a student's major are determined by the faculty in the department of the major. The student requesting credit must provise the appropriate departmental contact person with any course-related information requested in order to assist in determining if the course can be used to satisfy a major requirement. <<URL for contact information>>~~and reviewed/approved by the curriculum committee(s) according to relevant policy. Therefore, the faculty in the major department have the responsibility and authority to determine if/how the write-in courses will count in the major. If the faculty member who reviews write-in courses is not familiar with the institution or course in question, the student should provide the faculty member with a course syllabus, catalog, final exam, or other information as requested.~~

Courses that satisfy school/college degree requirements

If a school or college has school-wide or college-wide degree requirements, the school or college's ~~should develop a~~ policy for substituting a transfer ~~write-in~~ course for a required course should be used to make decisions. ~~in the degree requirements.~~ In the absence of such a policy, the Dean's Office will ~~student's major department can~~ make such decisions.

Courses that satisfy University-wide degree requirements

The University Curriculum Committee ~~faculty in the department of the discipline in which the course is taught at UGA~~ will determine whether or not a course may be used to substitute for any University-wide degree requirement.

The route of appeals for major requirement, major elective, or Core Area VI substitutions or waivers is 1) the major department, 2) Dean's Office of the student's school/college, 3) Educational Affairs Committee, 4) University of Georgia President, 5) Board of Regents.

The route of appeals for school/college requirement substitutions or waivers is 1) Dean's Office of the student's school/college, 2) Educational Affairs Committee, 3) University of Georgia President, 4) Board of Regents.

The route of appeals for University-wide requirement, or Core Areas I, II, III, IV, or V substitutions or waivers is 1) General Education Subcommittee of the University

Curriculum Committee, 2) Educational Affairs Committee, 3) University of Georgia President, 4) Board of Regents.

~~The route of appeals for major requirement, major elective, or Core Area F substitutions or waivers is:~~

1. ~~the major department,~~
2. ~~Dean's Office of the student's school/college,~~
3. ~~Educational Affairs Committee,~~
4. ~~University of Georgia President,~~
5. ~~Board of Regents~~

~~The route of appeals for school/college requirement, University requirement, or Core Areas C, D, or E substitutions or waivers is:~~

1. ~~the department of the discipline in which the course is taught at UGA,~~
2. ~~Dean's Office of the school or college in which that department resides,~~
3. ~~Educational Affairs Committee,~~
4. ~~University of Georgia President,~~
5. ~~Board of Regents~~

Source:
University Council, April 22, 2004

REVISED POLICY WITHOUT MARKUP

Academic Affairs Policy Manual

4.07-11 Write-In Courses

Determining Transfer Equivalency

Minimum requirements

Courses must be taken at an institution that has been accredited by its appropriate regional association or, in the case of a course taken at a foreign university or through a study abroad program, at an institution/program specifically approved by the Office of International Education or Office of Undergraduate Admissions.

Equivalent course

A course taken at another institution that transfers into UGA as a credit course with a UGA course number.

Non-equivalent course (write-in course)

A course taken at another institution that transfers into UGA as a credit course but does not transfer with a UGA course number.

Policy for determining whether a write-in course is equivalent to a UGA course:

The faculty members in the department in which the proposed equivalent course is taught ultimately determine whether equivalency exists. Each department will designate a contact person to facilitate transfer equivalency requests. The departmental contact person will confer with the appropriate faculty member with expertise in the relevant course or discipline. The faculty will also note whether the equivalency is limited to that single petition or if the equivalency should apply to that course at that institution for an extended period of time. In the latter case, equivalency will only be valid for a maximum of 5 years, after which equivalency must be reestablished either by a new student petition or request of the appropriate academic department.

Process for determining whether a write-in course is equivalent to a UGA course:

Process for the student to request that the write-in course be recorded on the transcript with a UGA course number:

- The student should complete the Transfer Equivalency Form available online at:
- Students must provide, at minimum, a course description and a syllabus with the Transfer Equivalency Form.

- A student should send the form to the department of the discipline in which the course is taught at UGA. Students may find the contact information by choosing the course prefix here.
- The departmental contact person will notify the student and the Office of Undergraduate Admissions of the decision.

For courses taken at a foreign institution or as part of a study abroad program, the student must first contact the Office of Undergraduate Admissions or Office of International Education to seek transfer credit approval prior to initiating the process for write-in course equivalency.

Determining How Write-In Courses Satisfy UGA Requirements

Except under certain circumstances mandated by the Board of Regents, the ultimate responsibility for determining if transfer courses satisfy university requirements rests with the faculty.

Courses that are used to satisfy Areas I, II, III, IV, or V of the Core Curriculum requirements

Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA and there is verification that the course satisfies Core requirements at the originating institution, UGA will approve the course for use in the appropriate Area of the core. A transfer course judged to be the equivalent of a UGA course that currently fulfills the Core requirement can also be used to fulfill the Core requirement. A course not currently approved as fulfilling an Area of the Core Curriculum can be approved only by the University Curriculum Committee.

Courses that are used to satisfy Major Requirements, Major Electives, or Area VI of the Core Curriculum requirements

Course requirements to satisfy a student's major are determined by the faculty in the department of the major. The student requesting credit must provide the appropriate departmental contact person with any course-related information requested in order to assist in determining if the course can be used to satisfy a major requirement.

Courses that satisfy school/college degree requirements

If a school or college has school-wide or college-wide degree requirements, the school or college's policy for substituting a transfer course for a required course should be used to make decisions. In the absence of such a policy, the Dean's Office will make such decisions.

Courses that satisfy University-wide degree requirements

The University Curriculum Committee will determine whether or not a course may be used to substitute for any University-wide degree requirement.
The route of appeals for major requirement, major elective, or Core Area VI substitutions or waivers is 1) the major department, 2) Dean's Office of the student's school/college, 3) Educational Affairs Committee, 4) University of Georgia President, 5) Board of Regents.

The route of appeals for school/college requirement substitutions or waivers is 1) Dean's Office of the student's school/college, 2) Educational Affairs Committee, 3) University of Georgia President, 4) Board of Regents.

The route of appeals for University-wide requirement, or Core Areas I, II, III, IV, or V substitutions or waivers is 1) General Education Subcommittee of the University Curriculum Committee, 2) Educational Affairs Committee, 3) University of Georgia President, 4) Board of Regents.

Source: University Council, April 22, 2004

The University of Georgia

Transfer Equivalency Form

The University policy on Transfer Equivalency can be found in the UGA Bulletin.

Date _____

Student Name _____ Student 810 Number _____

Student UGA Email Address _____

Course Source School _____

Transfer Course _____ Proposed UGA Course _____

Credit Hours Requested _____

Requirement:

Courses must be taken at an institution accredited by its regional Association of Colleges and Schools. For courses taken at a foreign institution or as part of a study abroad program, the student must first contact the Office of International Education or Office of Undergraduate Admissions to seek transfer credit approval prior to initiating the process for write-in course equivalency.

Please submit, at minimum, a course description and syllabus used at the time you completed the course to the departmental contact person.

I affirm that the attached syllabus was used at the time I completed the course.

_____ _____

Student Name Date

TO BE COMPLETED BY UGA OFFICIAL:

Approvals:

Name of faculty in department with responsibility or knowledge of UGA course equivalent

Print Name _____

_____ Apply equivalency for a period of 5 years

_____ Apply equivalency for just this petition

Departmental Contact Person:

Print Name _____

Signature _____ Date _____

Department Head:

Print Name _____

Signature _____ Date _____

Submit this completed form to:

Office of Undergraduate Admission
Terrell Hall
Athens, GA 30602
adm-proc@uga.edu

The University of Georgia

Write-In Courses and UGA Requirements Form

The policy on determining how write-in courses satisfy university requirements can be found in the UGA Bulletin.

Date _____

Student Name _____ Student 810 Number _____

Student UGA Email Address _____

Course Source School _____

Original Transfer Course (Name and Number) _____

UGA Transfer Course Number _____

Please submit, at minimum, a course description and syllabus used at the time you completed the course. Depending on the requirement you wish to fulfill, you must obtain the approval from ONE of the following offices:

TO BE COMPLETED BY UGA OFFICIAL:

Approval for Course to Fulfill a Major Requirement, Major Elective or Area VI of the Core:

(For contact information for each department, visit the UGA Bulletin.)

Authorized Department Course Contact:

Print Name _____

Signature _____ Date _____

Approval for Course to Fulfill a College/School Requirement:

(For contact information for each College/School Dean's Office, visit the UGA Bulletin.)

Authorized College/School Representative:

Print Name _____

Signature _____ Date _____

Approval for Course to Fulfill a University Requirement or Areas I-V of the Core:

Please indicate for which Requirement or Area of the Core this Course is Approved: _____

(Please call 706-542-6358 to contact the Office of Curriculum Systems.)

Representative of the University Curriculum Committee:

Print Name _____

Signature _____ Date _____

Submit this completed form to the student's Dean's Office.