The University of Georgia

University Council
Athens, Georgia 30602

April 22, 2010

UNIVERSITY CURRICULUM COMMITTEE – 2009-2010
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Undergraduate Student Representative – Cameron Secord
Graduate Student Representative – Lauren King

Dear Colleagues:

The attached proposal for a revised Academic Affairs Policy 4.07-11, Write-In Course Policy, will be an agenda item for the April 29, 2010, Full University Curriculum Committee meeting.

Sincerely,

David Shipley

David E. Shipley, Chair
University Curriculum Committee

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

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 into 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 request that the department of the discipline in which the course is taught at UGA evaluate the course to determine if it is equivalent to a UGA course. The student will take or send a course syllabus, catalog description, final exam, or other course related information to the individual identified in the Bulletin as the departmental write-in course contact. With coordination by the write-in course contact, the course will be evaluated by a faculty member who teaches similar courses at UGA, and the student will be notified of the decision. If the course is to be assigned a UGA course number, either for that one student or for all students who bring the same course in from the same sending institution, the department head will notify the Office of Undergraduate Admissions. *The Office of Undergraduate Admissions will review course equivalencies once every five years.*

Courses that are used to satisfy General Education Core Curriculum requirements - Board of Regents policy mandates that students who satisfy General Education Core Curriculum courses at one USG institution must be permitted to use those courses to satisfy the General Education 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 Core requirements at the originating institution, the academic advisor or school/college must approve the course for use in an Area in the UGA degree. Verification should be offered by the student (e.g., course syllabus, catalog, final exam, or other information as requested). In cases where Core areas have not been completed or the course is from a non-USG institution, the *General Education Subcommittee of the University Curriculum Committee* ~~undergraduate coordinator and department head 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 I, II, III, IV, or V of the General Education Core Curriculum, and the undergraduate coordinator or department head in the student's major department will determine whether or not a course may be used in Area VI of the General Education 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 members in the major department have a responsibility and authority to determine if/how the write-in courses will count in the major. The student requesting credit should provide the undergraduate coordinator or write-in course contact with a course syllabus, catalog, final exam, or other course-related information in order to assist in determining if the course is equivalent to 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 write-in 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, in consultation with the appropriate department, will determine whether or not a course may be used to substitute for a 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: Approved by University Council, 4/22/04

Revision proposed by Educational Affairs Committee, 2/10

Revision proposed by University Curriculum Committee, 4/10