The University of Georgia

University Council
Athens, Georgia 30602

March 21, 2012

UNIVERSITY CURRICULUM COMMITTEE – 2011-2012
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Arts and Sciences - Dr. Roxanne Eberle (Arts)
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Graduate Student Representative – Mr. Zachary Watne

Dear Colleagues:

The proposal for the revised Academic Affairs Policy 4.07-11, Write-In Courses, was tabled at the February 16, 2011 University Curriculum Committee meeting. Subsequent to being tabled, the policy was revised by the Educational Affairs Committee. This revision will be an agenda item for the March 28, 2012, Full University Curriculum Committee meeting. Attached is a copy of the current policy, a copy of the revised policy including edits, and a clean copy of the revised policy.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

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

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

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.

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 also complete and submit the Transfer Credit Approval Form to the Office of International Education.

~~**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

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 should provide the undergraduate coordinator or department head with any course-related information requested in order to assist in determining if the course can be used to satisfy a major requirement. ~~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.

Academic Affairs Policy Manual

4.07-11 Write-In Courses

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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 should provide the undergraduate coordinator or department head 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.

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Source: University Council, April 22, 2004