The University of Georgia

University Council
Athens, Georgia 30602

February 9, 2011

UNIVERSITY CURRICULUM COMMITTEE – 2010-2011
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Dear Colleagues:

Academic Affairs Policy 4.07-11, Write-In Course Policy, was revised by a joint Write-in Course Policy Subcommittee that included members from the University Curriculum Committee and the Educational Affairs Committee. The attached revised policy will be an agenda item for the February 16, 2011, Full University Curriculum Committee meeting.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Provost 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 primarily taught at UGA evaluate the course to determine if it is equivalent to a UGA course. Each department will designate a person to serve as the write-in course contact; that person will be identified in the Bulletin. The departmental contact person will identify a faculty member who is currently teaching the course (or, in the case the course is not currently offered, has taught the course in the past 2 years) for which equivalence is being requested. The faculty member may request such information as a ~~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~~in order to make a decision. The faculty member will send a written decision to both the departmental contact person and the department head. The departmental contact person will notify the student and the Office of Undergraduate Admissions of the decision~~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~~. The faculty member can decide to grant equivalency for only that student or for all students who bring the same course in from the same sending institution. In the latter case,~~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 equivalency will only be valid for 5 years, after which equivalency must be reestablished by student petition and approval by the academic department.~~the Office of Undergraduate Admissions.~~

Courses that are used to satisfy Areas I, II, III, IV, or V of the 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, UGA ~~the academic advisor or school/college must~~will approve the course for use in ~~an~~ the appropriate Area of the Core ~~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 routing of a request for course equivalence is the same as for any other course as long as the equivalent UGA course currently fulfills the Core requirement. A course not currently approved as fulfilling ~~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 can only be approved by the University Curriculum Committee~~, 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, or Area VI of the General Education Core Curriculum requirements - 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 department head~~write-in course contact~~ with a ~~course syllabus, catalog, final exam, or other~~ny course-related ~~course-related~~ information requested in order to assist in determining if the course can be used to satisfy ~~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, or Core Areas I, II, III, IV, or V substitutions or waivers - 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) University ~~Educational~~ Curriculum~~Affairs~~ Committee, 2) University of Georgia President, 3) Board of Regents.

Source: Approved by University Council, 4/22/04

Revision proposed by Educational Affairs Committee, 2/10