UNIVERSITY GENERAL EDUCATION OVERSIGHT COMMITTEE OPERATING
GUIDELINES AND DEFINITIONS

The following operating guidelines and definitions have been developed by the General Education
Oversight Committee as it has proceeded with its charge. This is a "working document" and will continue
to evolve as the Committee pursues its tasks.

General Education Course Prefixes
Parenthetical two-letter prefixes denote content areas of subjects and identify courses approved for
satisfying competency or group requirements in the University's General Education Program. The
following prefixes, listed and defined in alphabetical order, precede course titles of approved General
Education Courses.

Course Numbers
Courses numbered 5000 or above are not eligible for designation as General Education courses. Course
numbers should be appropriate to the content. Introductory level courses having no prerequisites and
drawing unselected populations of mostly lower-division students should be numbered at the 1000-2000
level. Courses that carry graduate credit are not eligible for designation as General Education courses.

Upper Division Options
A limited number of upper division options will be identified for each group requirement. Such courses,
sophisticated in approach but not intended as advanced courses for majors, shall carry no prerequisites
other than junior standing and shall be numbered at the 3000-4000 level.

Prerequisites
In general, courses designated for General Education should not have prerequisites. In those instances
where prerequisites are included, the following guidelines will prevail:

• The prerequisite(s) course(s) should not be on the list of designated General Education courses.
• The prerequisite course(s) normally should not be in the same department.

Course Availability
Except for special programs, any course designated for General Education is available for election by all
students. Colleges/departments/programs may specify particular General Education courses for their
majors. General Education courses must be taught a minimum of once each academic year.

Cross-listed Courses
Cross-listed courses may count toward only one requirement.

Laboratory Component of Natural Science Requirement
Departments that wish to offer courses to satisfy the Natural Science Requirement must offer at least one
laboratory course.

Credit Hours
Although some non-laboratory 4-credit courses will be approved, in general, designated General
Education courses shall be 3 credits. Three credit course options must be available under each group
requirement.
Special Topics Courses
Normally, courses with topics or content that vary each term will not be approved for General Education designation.

Consistency from Section to Section of a Course
Departments have responsibility for ensuring the integrity of General Education courses offered in their unit. Departments must verify that the basic syllabus for a course will address the criteria and guidelines for the General Education requirement in every section of the course offered. It is especially important that multiple section courses be coordinated so as to ensure such consistency.

Pass/No Pass Grading
Credits taken for P-N (Pass/No Pass or Credit/No Credit) may be used to satisfy competency requirements; however, no course taken on this basis may be used to fulfill specific group requirements. Courses used to fulfill group requirements must be taken for a letter grade.

Syllabus Policy
Syllabi of designated general education courses should be retained for three years. Course syllabi of designated general education courses also must include the following elements: A statement that identifies the course as part of the Undergraduate General Education Program, a list of the General Education area’s learning outcomes, and a description of the requirement the course will satisfy.