

General Education Program By-Laws

Mission, Vision, Guiding Principle

Mission

To support the university's academic mission by developing students' knowledge, skills, and abilities to understand the world, make connections across disciplines, foster their curiosity, and contribute to the solutions of contemporary problems.

Vision

To build characteristics of well-rounded, well-informed, productive individuals through development of

- Oral and written communication
- Quantitative skills
- Skill in critical and ethical evaluation of information and environment
- The ability to locate, evaluate, apply, and acknowledge sources of information
- Social and civic responsibility
- Self-empowerment to excel academically, creatively, and practically
- Understanding of the physical world and its interactions
- Aesthetic appreciation
- Respect for and understanding of diversity in a local and global context
- Awareness of the different aspects of wellness

Guiding Principle

The General Education Council follows the guiding principle that students' academic interests are foremost in all deliberations and decisions.

Article I. Composition & Membership.

Article I.A. Council Composition.

I.A.i. Voting Members.

- Three (3) faculty from the College of Education
- Three (3) faculty from the College of Business and Technology

- Six (6) faculty from the College of Arts and Sciences, with at least one (1) and no more than two (2) from each division. The divisions are: Natural Sciences, Social Sciences, Humanities, and Fine Arts.
- One (1) faculty member from the Library

I.A.ii. Non-voting Members.

- One Undergraduate Student

I.A.iii. Ex Officio Members.

- Director of General Education (Chair of GEC)
- Registrar or representative of the Registrar's Office
- Director of Assessment or representative of the Assessment Office
- Director of Academic Advising and Career Development or representative
- Chief Academic Officer or representative.

Article I.B. Eligibility.

I.B.i. All voting members must be tenured.

I.B.ii. The student member must be of Junior or Senior standing.

Article I.C. Term Limits and Selection Process.

I.C.i. Dates of Terms. Terms begin immediately following the last GEC meeting of the year (usually May) for the following academic year. I.e., new members serve over the summer of the calendar year in which they are appointed.

I.C.ii. Voting Members.

I.C.ii.a. Term Lengths. Voting members have three-year terms

I.C.ii.b. Term Limits and Staggering.

1. A member may serve at most six (6) consecutive years (i.e., at most two consecutive terms, even if one is only partial from stepping into a vacated term.)
2. Terms should be staggered so that COE and CBT each have one (1) member beginning a new term on the council each year and CAS has two (2) members beginning a new term on the council each year.

I.C.ii.c. Selection of Voting Members.

I.C.ii.c.1. Process of Selection.

- i. COE, CBT, CAS and the Library each determine their own nomination process.
- ii. The process shall conclude by providing two eligible-to-serve nominees to the Chief Academic Officer for each vacant position on the Council.
- iii. The Chief Academic Officer, in consultation with the Director of General Education, then selects one of the nominees to fill the vacancy.

I.C.ii.c.2. Nomination Dates. The nomination process for members whose terms expire at the end of the semester should be concluded by March 1st so that selected nominees can begin their terms at the end of the last meeting of the spring semester.

I.C.ii.c.3. Filling Vacancies. If a nomination process is needed to fill a vacancy during the academic year, the colleges or library should make their nominations in as timely a manner as reasonable.

I.C.iii. Non-Voting Members.

I.C.iii.a. Term length of Non-voting members. The student representative serves a one-year term.

I.C.iii.b. Selection of Non-voting members.

I.C.iii.b.1. Process of Selection.

- i. The student senate shall determine their own nomination process.
- ii. The process shall conclude by providing an eligible undergraduate student as nominee to the Chief Academic Officer.
- iii. The Chief Academic Officer, in consultation with the Director of General Education, shall approve the nominee or ask for a new nominee from the Student Senate.

I.C.iii.b.2. Student Representation. The nominee should be rotated among students so as to have regular periodic representation from each of the three colleges when possible.

I.C.iii.b.3. Nomination Dates. The nomination process for selecting the next academic year's student member should be concluded by March 1st of the current academic year, so that selected nominees can begin their terms at the end of the last meeting of the spring semester.

I.C.iii.b.4. Filling Vacancies. If a nomination process is needed to fill a vacancy during the academic year, the Student Senate should make their nomination in as timely a manner as reasonable.

I.C.iv.c Ex Officio Members. Ex Officio members are appointed to the Council as part of the duties of their administrative role.

Article II. Roles and Responsibilities.

Article II.A. Duties of the Council.

- i.** Develop procedures for evaluating General Education courses
- ii.** Approve or reject General Education course proposals
- iii.** Oversee assessment of student achievement and other aspects of the General Education program
- iv.** Establish and review General Education waiver mechanisms
- v.** Regularly review General Education program structure and objectives
- vi.** Report to the Chief Academic Officer and Faculty Senate Academic Affairs Committee
- vii.** Establish policies with regard to the scheduling of General Education courses, especially those unique to General Education
- viii.** Develop standards and procedures for recognizing outstanding General Education faculty

Article II.B. Duties of the Director of General Education.

- i.** Chair of the General Education Council
- ii.** Coordinate General Education offerings with Deans and Chairs in accord with the offering policies established by the General Education Council
- iii.** Facilitate development of General Education offerings
- iv.** Facilitate assessment of the General Education program

v. Report on behalf of the General Education Council to the Chief Academic Officer, Faculty Senate, and other interested parties

vi. Agenda. Provide advanced notice to the campus by e-mail of the agendas and solicit comment on agenda items by interested parties

vi.a. Agenda to be published to campus via e-mail one week in advance of the meeting

vi.b. To be included on the agenda, items must be received by the Director eight (8) days prior to the meeting.

vi.c. Items may be placed on a GEC meeting agenda by the Chief Academic Officer or the Director of General Education. Agenda item requests by other council members must go through one of these officers.

vi.d. The agenda will be approved prior to the meeting via email by Tuesday the week of the General Education Council meeting.

vii. Minutes. Report on General Education Council actions

vii.a. Minutes will be kept of all General Education Council meetings

vii.b. Copies of minutes will regularly be distributed to the following interested parties:

- General Education Council members
- The Chief Academic Officer
- Faculty Senate
- University Archives

viii. Work with the student member of the General Education Council to solicit and evaluate student nominations for faculty members to be recognized for excellence in teaching General Education Courses

Article II.C. Duties of the Student Representative.

i. Provide a monthly update to the student senate on actions of the General Education Council

ii. Convey any concerns regarding the General Education Program from the student senate to the General Education Council

iii. Work with the Director of General Education to solicit and evaluate student nominations for faculty members to be recognized for excellence in teaching General Education courses.

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152 **Article III. Expectations of Members and Attendees.**

153 **Article III.A. Scheduling.** Council members are expected to ensure their schedule will
154 allow them to attend regularly scheduled meetings. If they cannot attend, for extended periods,
155 they should ask their college or body they represent to nominate a replacement.

156 **Article III.B. Attendance.** Regular attendance is expected and after three (3) absences
157 in one academic year, council members will be removed and replaced.

158 **Article III.C. Proxies.** If a member knows in advance that they will be unable to attend
159 a meeting, they may have a proxy attend and conduct business in their place.

160 **III.C.i. Proxies eligibility.** For a voting member, the proxy must be a tenured
161 faculty member, and the Director of General Education must be notified no later than
162 noon of the day of the meeting in order for the proxy to be able to vote.

163 **III.C.ii. Proxy and absence.** Even with a proxy attending, the member's absence
164 counts towards their absences for the academic year.

165 **Article III.D. Open Meetings.** Meetings may be open for the UNK community to
166 observe, in person and/or via video conferencing software at the Council's discretion.

167 **Article III.E. Meeting Participation.** Only Council members, proposers of new
168 courses for the General Education program, and faculty/staff/students invited to give special
169 presentations or provide other information may participate in meeting discussions. Other
170 attendees may only observe the meeting. The Director may invite participation from the
171 audience at their discretion during the meeting.

172

173 **Article IV. Governance Structure.**

174 **Article IV.A. Council Meetings.**

175 **IV.A.i. Chair.** The Director of General Education shall chair all meetings.

176 **IV.A.i.a. Director Proxy.** If the Director must be absent, the Director in
177 consultation with the Chief Academic Officer may appoint a temporary chair.

178 **IV.A.i.b. Director Proxy Proxy.** If the temporary chair is usually a voting
179 member of the council, they shall not vote while acting as chair; however, they
180 are allowed to also select a proxy for the meeting who can vote for them.

181 **IV.A.ii. The Agenda.** See Article II.B.vi.

182 **IV.A.iii. Quorum.** Quorum is defined to be two-thirds (2/3) of the voting members.
183 I.e., nine (9) voting members must be present to have quorum.

184 **IV.A.iv. Voting Procedure.**

185 **IV.A.iv.a.** Actions are approved by simple majority-plus-one of the voting
186 members in attendance.

187 **IV.A.iv.b.** The Director or a Council Member may request a ballot vote. Ballot
188 will be used when approved by the Council by a vote of majority-plus-one.

189 **IV.A.v. Conducting Business.** Robert's Rules will generally be followed to enable
190 greater flexibility in action. At the discretion of the Director or by a request of a Council
191 Member and a vote by the Council, a stricter application of Robert's Rules may be
192 implemented temporarily to ensure just treatment of an item or items on the agenda.

193 **IV.A.vi. Schedule.**

194 **IV.A.vi.a. Regular Meetings.** Council meetings are held at 3:30p.m. every first
195 Thursday of the month when classes are in session. I.e., in most academic years
196 there will be a meeting in each of September, October, November, December,
197 February, March, April, and May.

198 **IV.A.vi.b. Special Meetings.** Special Meetings may be called by the Director of
199 General Education, the Chief Academic Officer, or by written request by council
200 members representing at least two (2) colleges.

201 **IV.A.vi.c. Cancelling Meetings.** If no items have need of council consideration,
202 the director may cancel a monthly meeting.

204 **Article IV.B. Subcommittee Structure and Duties.**

205 **IV.B.i. General Purpose of Subcommittees.**

206 These subcommittees will aid the General Education Council in its operations regarding
207 structure, governance, assessment, and course eligibility in the General Education
208 Program. In addition to the charges and duties given below, subcommittees may be

assigned tasks by the Council, the Director of General Education, and the Chief Academic Officer.

IV.B. ii. Membership.

Each subcommittee will consist of four (4) or five (5) voting Council members – two (2) from CAS, one (1) from CBT, one (1) from COE and possibly one (1) from the Library (this Council member will serve on one (1) of the three (3) subcommittees) – and the Director of General Studies as an *ex-officio* member. Other *ex-officio* Council members may join a subcommittee at its request.

IV.B.iii. Subcommittee Chair.

Each subcommittee will elect its own Chair, determine its meeting schedule, and have the flexibility to meet in person or *via* video conferencing software or e-mail. For every regular Council meeting agenda, each subcommittee will submit minutes or a report of actions taken for the Council to review. Subcommittees may add business items to regular Council meeting agendas – notify the Director of these items no later than eight (8) days before a Council meeting.

IV.B.vi. Specific Purpose of Each Subcommittee.

IV.B.vi.a. Oversight Subcommittee. Oversee implementation of the General Education Program governance and meeting rules. May propose changes in these to the Council. Conduct the initial review of program change proposals and determine if they are “major” or “minor”. If minor, this subcommittee can authorize proceeding to the campus comment period. I.e., proceeding immediately to the step in Article IV.C.ii.b. of the minor by-law change process.

IV.B.vi.b. Assessment Subcommittee. Oversee assessment data collection procedures, conduct the initial review of each annual General Education assessment report and bring items to the attention of the Council. Review and acts on matters pertaining to Program and LOPER category goals and learning objectives. For changes classified as “minor”, this subcommittee can authorize proceeding to the campus comment period. I.e. proceeding immediately to the step in Article V.C.iv.c. of the minor program change process.

IV.B.vi.c. Course Review Subcommittee. Conduct the initial reviews of courses proposed for inclusion, or to remain, in the General Education program and make recommendations to the Council. May authorize proceeding to the campus comment period. I.e. proceeding immediately to the step in Article V.B.ii.a. of the Course approval process.

Article IV.C. Changes to the By-laws.

The GEC is responsible for regular review of its programs and objectives. To effectively

do this, regular review of the governance structure is also required. Recommended changes to the By-laws may be initiated by the Chief Academic Officer, the General Education Council, or another academic governing body (College or Faculty Senate).

IV.C.i. Types of Changes. There are two types of changes, major and minor. The determination of whether a change is major or minor shall be determined by the Oversight Subcommittee in consultation with the director of the General Education Council.

Examples of major changes include changes to the composition of the Council and revisions of the duties of Council members or the Council Director.

IV.C.ii. Procedure for Minor By-laws Changes. Throughout this procedure, all votes of approval follow Article IV.A.iv.

IV.C.ii.a Agenda Item. A by-law change must be placed on the agenda for discussion. This does not need to be the specific wording of the by-law change that is passed, but an item for discussion is required for a motion to be made to start step IV.C.ii.b.

IV.C.ii.b. Proposed change is approved for Campus Comment period. A motion from the council is made to send specific wording to campus for comment over a period of at least one (1) week.

IV.C.ii.c. Council considers adoption of changes. The now specifically worded item is again placed on the agenda and the council reconsiders the changes with the guidance from campus. A motion is made by the council for final wording of the proposed changes. This wording may be slightly different than the wording that was sent to campus, so long as the meaning and purpose have not changed. A passing vote to adopt the by-laws changes sends the changes to the Chief Academic Officer for final approval.

IV.C.iii. Procedure for Major By-laws Changes. Throughout this procedure, all votes of approval follow Article IV.A.iv.

IV.C.iii.a. Proposal requirements. Proposals for a major change must include a detailed written description of the proposed change and a rationale supporting the reason for the change.

IV.C.iii.b. Getting on the Agenda. For the Proposal to be placed on the Agenda, the proposer must submit the proposal through an appropriate college Council representative(s) who submits it to be placed on the agenda by the Director of General Education.

279 **IV.C.iii.c. Sent for Comment.** A motion is made for the major change proposal
280 to be sent out for comment. If the motion passes, the Director of General
281 Education sends the major proposal simultaneously to the general campus for
282 comment and review for two (2) weeks, to each of the College’s Educational
283 Policy/Academic Affairs committees, and to the Faculty Senate Academic Affairs
284 committee. Recommendations from the College Educational Policy/Academic
285 Affairs committees and the Faculty Senate Academic Affairs committee must be
286 made to the General Education Council within thirty (30) days of when the
287 proposal was sent to them for their comments to be considered by the Council.
288 Any proposal not returned within thirty (30) days will be considered to have been
289 approved by that body.

290 **IV.C.iii.d. Council approval.** If - after consideration of the comments provided
291 by the College Educational Policy/Academic Affairs committees, Faculty Senate
292 Academic Affairs, and general campus – the council approves the proposed major
293 change, the change will be sent out to the relevant college committees to conduct
294 an election within the next two (2) weeks. The proposed change wording may be
295 modified at this step after considering recommendations, so long as the initial
296 meaning and purpose of the change is not altered. Note that this vote is the final
297 approval by the council.

298 **IV.C.iii.e. College approval and Chief Academic Officer Approval.** The
299 relevant committees will conduct an election by their eligible faculty. Eligibility
300 to vote is determined by the constitution of each college. A simple majority vote
301 of the eligible voting faculty for each of the colleges is considered to be an
302 affirmative vote. The results of the College votes and the Council’s
303 recommendation for approval (from the vote in IV.C.iii.d.) of the major change
304 will be sent to the Chief Academic Officer who makes the final decision.

305 **IV.C.IV. Date of Effect.** Changes to the bylaws – both major and minor - will
306 take effect immediately following approval by the Chief Academic Officer.

309 **Article V. The General Education Program.**

310 This article is for policy and procedure regarding the Maintenance and Facilitation of the General
311 Education Program. Program Requirements, Approved Courses, Assessment Data, etc. are found
312 in supplemental documents attached or linked to in the Appendices of these By-Laws.

Article V.A. Student Appeals.

V.A.i. The Registrar's office Determines and verifies whether General Education requirements have been met by individual students. The appeals process is intended to be used only for courses that do not have an equivalent transfer course at UNK.

V.A.ii. Students wishing to appeal a decision by the Registrar must submit a written request to the Director of General Education.

V.A.ii.a. The appeal should be accompanied by supportive materials and specific course descriptions that support the student's contention.

V.A.ii.b. The request should be submitted prior to the beginning of the semester in which that student is scheduled to graduate.

V.A.ii.c. The Director of General Education will make a decision regarding the student appeal and communicate this to the student.

V.A.ii.d. The student may appeal the Director's decision by submitting a written request to the Director to ask the General Education Council to review of the student's appeal request. Upon receipt of the request, the Director will place the appeal on the agenda of the next meeting of the GEC for a vote to either approve or deny the request.

V.A.ii.e. The student may appeal the decision of the GEC by submitting a written request to the Chief Academic Officer to review the decision. The Chief Academic Officer should consult with the General Education Director for information on the Council's decision. The Chief Academic Officer is empowered to make the final decision on the appeal.

Article V.B. Approval and Removal of Courses.

The GEC is the final recommending body prior to final approval by the Chief Academic Officer.

The General Education Program must respond to changing circumstances yet maintain sufficient stability that students may complete the program without undue confusion. To accommodate change, the GEC will consider the submission of new courses under the following circumstances.

V.B.i. Submission. Procedure for submitting courses for consideration as new General Education courses, and/or petitioning to alter the category to which an existing GE course is assigned.

V.B.i.a. The course must be an active UNK offering or currently in the process of being approved by Faculty Senate Academic Affairs (anywhere in the workflow).

V.B.i.b. The author of the course proposal must provide a written explicit description of the course detailing how it meets the established General Education criteria at both the program and category level. The proposal must include the following (available on the ORG General Studies for Faculty Canvas page):

V.B.i.b.1. Part 1: Course Information

V.B.i.b.2. Part 2: Course Syllabus

V.B.i.b.3. Part 3: Course Proposal Checklist

V.B.i.c. For new courses or courses being revised, simultaneous to submission to the GEC, courses must be submitted through the CIM system for inclusion in the General Education Program.

V.B.i.d. Authors of course proposals must meet with the Director of General Education to review the checklist of required elements. The proposed course must then be submitted to the Director of General Education. The Director of General Education will send reviewed and accepted proposals to the Course Review Subcommittee.

V.B.ii. Approval. GEC Procedure for consideration of course proposal

V.B.ii.a. If the course meets established criteria, then the Course Approval Subcommittee will vote to disseminate the proposal to campus. Upon approval, the Director of General Education disseminates the proposal for campus comments for a minimum of one (1) week.

V.B.ii.b. The Council will vote on the proposal at the next regularly scheduled meeting.

V.B.ii.b.1. The proposer will be invited to present the course proposal to the Council.

V.B.iii. Final Approval. The Council's decision will be forwarded to the Chief Academic Officer for final approval. Actions are recorded in the minutes and disseminated to the campus

V.B.iv. Effective Catalog. Course approvals will go into effect the following fall semester. First Year Seminar courses may take effect the next available term.

V.B.v. Call for Courses. The GEC, when it perceives a need, may put out calls for courses in specific areas.

378 **V.B.vi. Removal of Courses.**

379 **V.B.vi.a. Voluntary Removal.** A department that offers a general education
380 course may voluntarily ask for its removal from the program. The council may
381 make a formal vote to approve the removal, but it is not necessary.

382 **V.B.vi.a.1.** The council may also approve a resolution asking that the
383 department reconsider the decision.

384 **V.B.vi.b. Removal Due to Concerns Brought to the Council.** The Chief
385 Academic Officer, the Director of General Education, the General Education
386 Council Assessment Subcommittee, or council members representing at least two
387 (2) colleges may place the discussion of a course on the agenda for possible
388 probation or removal.

389 **V.B.vi.c. Departmental Course Defense.** If a departmental course has been
390 placed on the agenda for consideration of probation or removal, the Director of
391 General Education shall ask the chair and/or regular instructor(s) of the course to
392 provide evidence or supporting data that the course is improving or for some other
393 reasons should not be removed from the General Education program. The
394 department may send representatives to the General Education Council meeting
395 on which their course removal appears as an agenda item to defend their course.

396 **V.B.vi.d. Removal or Probation** After considering the evidence of the General
397 Education Program Assessment and any defense the department chooses to
398 provide, the Council can continue to vote on removal of the course or place the
399 course on probation. A course on probation can only remain there for a period of
400 two (2) years or one (1) assessment cycle, whichever is longer.

401 **V.B.vi.d.1. Probation Conditions.** Departments and instructors of a
402 course on probation should make concerted efforts and remain in
403 communication with the Director of General Education to ensure
404 successful assessment during the probationary period. Before the course
405 is run for the first time in its probationary period, the department and
406 instructor should provide the Director of General Education a short plan
407 for improving the instruction and assessment outcomes for the course. In
408 addition to the initial plan, they should provide to the Director of General
409 Education annual updates regarding how the plan is taking effect.

410 **V.B.vi.e. Removal or Reinstatement of a Course on Probation.** Before the end
411 of the probationary period, the council must vote to reinstate a course fully or to
412 remove it from the General Education program. This vote should appear on the
413 agenda no later than the last meeting of the year ending the probation period for

the course. The department offering the course may again provide evidence to the council to support reinstatement of the course into the program.

V.B.vi.f. Chief Academic Officer Final Approval. The results of the Council's decision shall be given to the Chief Academic Officer for a final decision on the removal.

V.B.vi.g. Effective Catalog. Course removals will go into effect the following fall semester.

Article V.C. Program Changes.

The GEC is the final recommending body prior to final approval by the Chief Academic Officer.

V.C.i. Regular Review. The GEC is responsible for regular review of program structure and objectives, especially in light of assessment data, evolving admission standards, and changing educational philosophies. Recommended changes in the General Education Program may be initiated by the Chief Academic Officer, GEC or another academic governing body (College or Faculty Senate). Changes to the General Education Program may be major or minor changes.

V.C.i.a. Major Change Definition. Examples of major changes include changes to the total program required hours, hours required in any GE category, addition or elimination of any GE category, or other changes as approved by the Oversight Subcommittee as major changes

V.C.i.b. Minor Change Definition. Examples of minor changes include changes to the learning outcomes, assessment rubrics, or other changes as approved by the Oversight Subcommittee as minor changes.

V.C.ii. Date of Effect. Approved Changes in the General Education Program go into effect for the next catalog year.

V.C.iii. Major Change Procedure. Procedures for approving major changes.

V.C.iii.a. Proposal Requirements. Proposals for a major change must include a detailed written description of the proposed change and a rationale supporting the reason for the change.

V.C.iii.b. Getting on the Agenda. For the Proposal to be placed on the agenda, the proposer must submit the proposal through an appropriate college Council representative(s) who submits it to be placed on the agenda by the Director of General Education.

V.C.iii.c. Sent for Comment. A motion is made for the major change proposal to be sent out for comment. If the motion passes, the Director of General Education sends the major proposal simultaneously to the general campus for comment and review for two (2) weeks, to each of the College's Educational Policy/Academic Affairs committees, and to the Faculty Senate Academic Affairs committee. Recommendations from the College Educational Policy/Academic Affairs committees and the Faculty Senate Academic Affairs committee must be made to the General Education Council within thirty (30) days of when the proposal was sent to them for their comments to be considered by the Council. Any proposal not returned within thirty (30) days will be considered to have been approved by that body.

V.C.iii.d. Council Approval. If - after consideration of the comments provided by the College Educational Policy/Academic Affairs committees, Faculty Senate Academic Affairs, and general campus – the council approves the proposed major change, the change will be sent out to the relevant college committees to conduct an election within the next two weeks.

V.C.iii.e. College Approval and Chief Academic Officer Approval. The relevant committees will conduct an election by their eligible faculty. Eligibility to vote is determined by the constitution of each college. A simple majority vote of the eligible voting faculty for each of the colleges is considered to be an affirmative vote. The results of the vote and the Council's recommendation for approval of the major change will be sent to the Chief Academic Officer who makes the final decision.

V.C.iv. Minor Change Procedure. Procedures for approving minor changes.

V.C.iv.a. Proposal Requirements. Proposals for a minor change must include a detailed written description of the proposed change and a rationale supporting the reason for the change.

V.C.iv.b. Getting on the Agenda. For the Proposal to be placed on the agenda, The proposer must submit the proposal through an appropriate college Council representative(s) who submits it to be placed on the agenda by the Director of General Education.

V.C.iv.c. Send to Campus. A motion is made for the Director of General Education to send the minor proposal to campus for a comment period of no less than one (1) week.

V.C.iv.d. Council Approval and Chief Academic Officer Approval. Considering the comments from campus, the council may approve, amend, or

reject the minor change proposal. If the council approves it, it is sent to the Chief Academic officer for Final approval.

Article V.D. College Specific General Education Requirements.

The General Education Program prescribes a set of course requirements each student must meet to graduate from the University of Nebraska – Kearney. In addition to these university wide requirements, colleges can refine the requirements they ask of students in their programs. These refinements should follow these policies.

V.D.i. GE Requirements must appear in the catalog.

V.D.ii. Colleges may specify courses within the GE program that are required for their majors.

V.D.ii.a. First Year Seminar courses may not be listed as required or elective courses for any program (major, minor, etc.).

Appendix A. Links to Relevant Documents and Related Institutional Policy and Governing Bodies.

Programmatic Links:

General Education Home Page:

https://www.unk.edu/academic_affairs/general_studies/index.php

General Education Program – Program Categories, Requirements, and Learning Objectives

https://www.unk.edu/academic_affairs/general_studies/lopers-general-studies-program.php

Courses in the LOPER categories:

<https://catalog.unk.edu/undergraduate/general-studies/new-general-studies-program/>

511 Course Approval Process and Documentation:
512 [https://www.unk.edu/academic_affairs/general_studies/course-approval-process-](https://www.unk.edu/academic_affairs/general_studies/course-approval-process-summary.php)
513 [summary.php](https://www.unk.edu/academic_affairs/general_studies/course-approval-process-summary.php)
514
515 Appeals Process for Students:
516 https://www.unk.edu/academic_affairs/general_studies/appeals.php
517
518 Assessment Reports and Materials and Academic Program Reviews:
519 https://www.unk.edu/academic_affairs/general_studies/assessment.php
520
521 Related Institutional Policy and Governing Bodies Links:
522 Academic Affairs Course Approval Processes and Calendar:
523 https://www.unk.edu/academic_affairs/academic_affairs_committee/index.php
524
525 College of Arts and Sciences – Constitution (Relevant College Committee: Educational
526 Policy):
527 <https://www.unk.edu/academics/arts-and-sciences/constitution-and-bylaws.php>
528
529 College of Business and Technology – Constitution (Relevant College committee:
530 Academic Affairs):
531 https://www.unk.edu/academic_affairs/_files/faculty_handbook/CBTconst.pdf
532
533 College of Education – Constitution (Relevant College Committee: Academic Policies
534 and Standards):
535 https://www.unk.edu/academic_affairs/_files/faculty_handbook/COEconst.pdf
536
537 Faculty Senate – Constitution (Relevant Standing Committee: Academic Affairs):
538 https://www.unk.edu/committees/faculty_senate/_files/FSconst.pdf
539
540 Registrar’s Office and Catalog:
541

542 Registrar's Office Academic Policies Handbook:
543 https://www.unk.edu/offices/registrar/academic_policies_handbook/index.php
544
545 University Catalog:
546 <https://catalog.unk.edu/>
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