

**Title: General Education/University Core Exceptions**

**Policy No: 1.4**

**Category: Programs and Curricula**

**Effective: Fall 2003**

**Policy Statement:** A department with a course listed in a general education/university core area has the authority to initiate a course substitution/exception for that department's course in the area for individual students. Exceptions also require approval by the respective dean over the department initiating the substitution/exception. Elementary Education, Special Education, and Early Childhood Education candidates require the approval of the College of Education dean.

The registrar of enrollment services has the authority to make exceptions to adjust hours in the general education electives.

Exceptions to OSRHE level policy require approval from OSRHE through the university president, or in certain instances, his designee.

**Background:** The general education and university core include areas with courses from more than one department. It has not always been clear which department chair has authority to initiate an exception.

Enrollment Management will monitor and enforce undergraduate academic degree requirements and implement approved exceptions while ensuring that OSRHE policies are not violated.

**Purpose:** Clarify authority to make course exceptions/substitutions in the general education/university core.

**Implementation Date:** Fall 2003

**Related Procedures:** Program Requirement Exceptions Form, Authority for Exceptions Documents, Exceptions in Course/Major Requirements for Individual Students Flow Chart

**Coordinating Offices:** Chairs, Deans, Enrollment Management

**Point-of-Contact for Academic Affairs:** Associate Vice President for Enrollment Management/Registrar

**Policy approved by the Vice President for Academic Affairs on September 3, 2003.**

**Key Words:** Course Substitution, Exceptions, Adjustments