

Educational Policies Committee

Process for Requesting a Pattern Modification

Approved March 3, 2021

When requesting a non-GE course to count as GE within a program, please submit the following on a Program Modification form:

Unit Requirements for Undergraduate Proposals

- Provide a clear description of how units are distributed across the major, General Education, and electives.

Justification

- Explain why it serves students to have this as part of the program.
- Explain how the course meets or exceeds the relevant GE criteria, including Writing Intensive (WI) if the course is upper division. (Supported in the curricular objectives below.)
- Explain if this is a high unit major and if the modification keeps the program close to or under 120 units. If the program is not a high unit major, clearly explain how the pattern modification better serves students.

Impact on Resources

- Give an estimate of how many students are expected take the course once the pattern modification is in place, compared to how many students currently enroll in the course (i.e., will there be a demand for significantly larger sections as a result of the pattern modification).
- Offer an exploration of what students currently take that they will not take as a result of this change, and how this may be impacted.
- Describe the impact on students in and out of the major.

Curricular Objectives and Matrices

- List the program SLOs and how they are met by this course.
- List the GE SLOs and how they are met by this course.
- If upper division, include the WI SLOs and a statement addressing whether or not the WI SLOs are met by this course.

Assessment Information

- Include standard assessment information, plus:
- Include a statement that indicates how the department will regularly confirm that the course is meeting the stated GE SLOs.
- Include a statement that indicates how the department intends to evaluate if the course substituting for a GE is serving the students as well as if they were taking a GE course.

Syllabus

- Include a syllabus that meets or exceeds policy standards. It would be helpful if the relevant points above are obvious in the syllabus (i.e., curricular objectives).