



## **General Education Recertification Policy**

**Updated 9/30/25**

To ensure effective and timely assessment, the General Education Committee (GEC) established the following recertification policy. Courses that do not meet these requirements will be removed from the General Education (GE) Program.

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### **1. Assessment Cycle**

- All GE courses are assessed on a 4-year cycle.
  - The GE Director, in consultation with the Unit Head, assigns the term and academic year for each course's assessment.
  - The GE Director provides deadlines for:
    - Submitting assessment data using GE rubrics.
    - Completing the Course Assessment Report (CAR).
  - Faculty must meet all deadlines and communicate with the GE Director as needed.
  - The GE Office will communicate any GEC actions (i.e., Recertification, Warning, Probation, Removal) with the faculty assessor and Unit Head. In cases of Probation, the Dean will also be notified.
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### **2. Data Collection**

- Faculty must assess all assigned GE Skill and Knowledge Student Learning Outcomes using current GE rubrics.
- Faculty member(s) must submit the assessment data on behalf of the unit by the deadline.

#### **If data is not submitted on time:**

1. The GE Office notifies the Unit Head and assessor; a 7-day grace period is granted with two reminders.
2. Faculty may request a one-time 5-day extension during this grace period.
3. If data is still not submitted:
  - The course receives a Warning.
  - The Unit must collect new data and submit it, and submit a new CAR for the next semester the course is offered (excluding summer).
4. If the course was previously given a Warning:
  - It is placed on Probation.
  - The Unit must collect new data and submit a new CAR the next time it is offered (excluding summer).
5. If data is still not submitted while the course is on Probation, the course is removed from the General Education Program.

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### 3. Course Assessment Report (CAR)

- A CAR must be submitted by the deadline.
- The same extension, Warning, and Probation steps apply as in Section 2 if the CAR is not submitted.
- If the CAR is not submitted while the course is on Probation, the course is removed from the General Education Program.

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### 4. CAR Review & Recertification

- GEC reviews all CARs submitted on time.
- An acceptable CAR must include:
  - Complete and accurate data.
  - Description of how outcomes were taught and assessed.
  - Analysis of results and any improvement plans.

Outcomes of CAR review:

- Approved: Course is recertified for 4 years.
- Approved with questions or concerns: Course is recertified for 4 years.
- Unacceptable CAR:
  - Course receives a Warning.
  - If previously warned, it moves to Probation.
  - If it is still unacceptable while on Probation, the course is removed from the General Education Program.

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### 5. Courses with Multiple Sections

If multiple sections are assessed:

- All sections acceptable: Recertified for 4 years.
- One section unacceptable (of two): One section must reassess; the course goes on Warning or Probation.
- Two sections unacceptable (of three): Two sections must reassess; the course goes on Warning or Probation.
- One unacceptable (of three): Course is recertified with concerns.

*Note: Reassessments must be done by different faculty than those who submitted acceptable assessments.*

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### 6. Course Removal and Reinstatement

- If a course is removed, the GE Director will notify:
  - Records (to remove from Banner and Catalog),
  - Unit Head, Dean, GEC Chair, and AVP for Academic Affairs.
- Students enrolled before the course is removed from the General Education Program will still receive General Education credit.
- To be reinstated, a course must go through the curriculum approval process in SAIL.