ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-355-91/GE&BC
RESOLUTION ON
GENERAL EDUCATION CURRICULUM SUBSTITUTION

WHEREAS, The General Education and Breadth (GE&B) curriculum at Cal Poly has been thoughtfully and comprehensively developed within the guidelines of EO 338 and EO 342; and

WHEREAS, Deviations from the GE&B program are sometimes necessitated on a case-by-case basis; and

WHEREAS, Substitutions for courses within the GE&B program should be allowed only if they are consistent with the spirit of the general education and breadth policy; and

WHEREAS, The faculty within the department offering a GE&B course has the greatest amount of expertise to evaluate the adequacy and consistency of a course requested to be substituted for that GE&B course; and

WHEREAS, A student's advisor best understands the student's particular circumstances leading to the GE&B curriculum substitution request; and

WHEREAS, The current form used for GE&B curriculum substitutions establishes a de facto policy which minimizes the input from the department offering the GE&B course requested for substitution; and

WHEREAS, The current form used for GE&B curriculum substitutions is overly confusing and burdensome for the student; therefore, be it

RESOLVED: That the attached form be used for all curriculum substitution petitions involving courses in the General Education and Breadth column.

Proposed by the Academic Senate General Education and Breadth Committee
January 31, 1991
State of California

Memorandum

To: Charles Andrews, Chair
    Academic Senate

Date: July 11, 1991

From: Warren J. Baker
    President

File No.: 

Copies: R. Koob
         G. Irvin

Subject: ACADEMIC SENATE RESOLUTIONS ADOPTED AT APRIL 16, 1991

This is the final response to James Murphy's memorandum of April 29 regarding the above cited resolutions which were adopted at the April 16, 1991 meeting.

Regarding Resolution AS-355-91/GE&BC, based upon the recommendations of the Vice President for Academic Affairs, I am accepting the recommendation of the Senate for the revision of the General Education Curriculum Substitution form. The format recommended will be developed and utilized as soon as feasible. However, I will point out there was concern expressed by the Academic Deans' Council over the lack of a dean's signature in the approval/signature process on this revised format. In the event problems occur with this new format, it may be necessary to revise the approval process again in the future.

I am also approving Senate Resolution AS-256-91/LRPC. As you are aware, the Academic Program Review Procedures have already been utilized in the recent Academic Program Evaluation Task Force review conducted this past Spring Quarter.
State of California

Memorandum

To: Jim Murphy, Chair
   Academic Senate

Date: May 3, 1991

From: Warren J. Baker
      President

File No.: 

Copies: R. Koob

Subject: ACADEMIC SENATE RESOLUTIONS ADOPTED AT APRIL 16 MEETING

This will acknowledge your memo of April 29 with which you forwarded five resolutions adopted by the Academic Senate at its April 16 meeting.

Resolution AS-352-91/EX was in response to the Statewide Academic Senate resolution relating to ROTC programs. I accept this resolution and will be guided by its contents.

Resolution AS-353-91/C&BC proposes a change in the Senate Constitution relating to Professional Consultative Services Representation and I understand that this proposal, along with others, will be brought to the general faculty for approval at a later date.

Resolution AS-354-91/C&BC relates to the Bylaws and internal operations of the Senate and requires no further action on my part.

The two remaining resolutions (AS-355-91/GE&BC, relating to General Education Curriculum Substitution, and AS-356-91/LRPC, dealing with Academic Program Review Procedures) have been forwarded to the Vice President for Academic Affairs for review.
PETITION: SUBSTITUTION FOR COURSES IN THE GENERAL EDUCATION BREADTH COLUMN
See Reverse for Instructions on Use and Completion of Form

I.D. Number:
Name:

Local Address:
City, State, Zip

I REQUEST APPROVAL TO SUBSTITUTE:

COURSE PREFIX AND NO: ____________ COURSE TITLE: ____________ UNITS: ____________

TAKEN AT (OR TO BE TAKEN AT): _______________________

(Name of College or University)

FOR CAL POLY GENERAL EDUCATION BREADTH REQUIREMENT:

COURSE PREFIX AND NO: ____________ COURSE TITLE: ____________ UNITS: ____________

REASON FOR SUBSTITUTION: ________________________________

HAS REPLACEMENT COURSE ALREADY BEEN COMPLETED? YES NO

(Please attach course description if replacement course not taken at Cal Poly)

I ACKNOWLEDGE THAT APPROVAL MAY NOT ALTER PREREQUISITES FOR FUTURE COURSES IN MY MAJOR NOR CHANGE THE NUMBER OF UNITS REQUIRED FOR MY GRADUATION OR RESIDENCE.

Student's Signature ____________________________ Date: ____________________________

OBTAIN SIGNATURES 1, 2 and 3 IN THE ORDER LISTED, AND THEN RETURN FORM TO THE EVALUATIONS OFFICE:

1. Evaluations Office, Administration Bldg. 218

If this request is approved, will the student meet the General Education Breadth regulations as listed in:

<table>
<thead>
<tr>
<th></th>
<th>Meets</th>
<th>Does Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Poly catalog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: ____________________________

Comments: ________________________________

2. I DO__DO NOT__ RECOMMEND APPROVAL

Department Chair of Department Offering General Education Breadth Course

3. I DO__DO NOT__ RECOMMEND APPROVAL

Student's Advisor

Comments: ________________________________

I DO__DO NOT__ APPROVE

Vice President for Academic Affairs

Copies: Original-Records Office Copy-Student Copy-Major Department Copy- G.E. Department
SUBSTITUTION PETITION FOR COURSES IN THE
GENERAL EDUCATION BREADTH COLUMN

Explanation on Use of Form and Processing of Request

A. This form should be used to request substitution for only those Cal Poly courses listed in the General Education Breadth column of the curriculum sheet.

B. If the replacement course being used is not a Cal Poly course, attach a course description or outline to the request, if at all possible. The Cal Poly Library maintains a national catalog microfiche collection and has a microfiche reader-printer available.

C. After obtaining the form at the Records Office, Administration Bldg. room 222, please fill out the student portion (above the dotted line) and leave the form for action by the Evaluations Office in one of the following two ways:

1) Leave it at the Evaluations Office front desk, Administration Bldg. room 218, between 11 A.M. and 1 P.M.

2) Deposit it in the Records Office drop box from which it will be retrieved by Evaluations staff.

NOTE: In either of the above situations, the form may be picked up from the Evaluations Office starting the following workday between 11 A.M. and 1 P.M. Should this time frame be impossible for you, please contact the Evaluations Office by telephone, (805) 756-2396.

D. After the form is picked up from the Evaluations Office, obtain signatures 2 (Department Chair of Department Offering the GEB course) and 3 (student advisor). These signatures must be obtained in the order listed.

E. Return the form to the Evaluations Office between 11 A.M. and 1 P.M., or to the Records Office drop box any time.

F. Evaluations Office staff will forward the form to the Office of the Vice President for Academic Affairs for final review.

G. When recommendation on the request is finalized, student and departmental copies will be distributed by the Evaluations Office.
Memorandum

To: Robert D. Koob
Vice President for Academic Affairs

From: Glenn Irvin
Associate VPAA

Subject: Senate Resolution: AS-355-91/GE&BC

Bob,

I worked with the GE&B Committee to develop the proposed Curriculum Substitution form and agreed with their approach.

As you know we discussed the new form with the Deans; their consensus was that the dean’s signature should remain. However, if the student’s adviser, student’s department head, and student’s dean are aligned against the recommendation of the GE&B department head, there isn’t much hope for preserving the integrity of GE&B offerings. Although I don’t like sending a message that the dean is separate from the curricular process, in this case my experience is that when the GE&B course is offered by a department outside the dean’s school, the dean has not been felt compelled to support GE&B.

My recommendation is that we support the Senate resolution. If we must include a dean’s signature, let it be the dean of the GE&B department offering the course.

You understand as well as I that this is at best a cosmetic change. The real problem is the structure of the GE&B program and inadequate class access. We’ll address those down the road.