



The University of Georgia

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TO: Malcolm Adams, Educational Affairs Committee Chair
William Vencill, Curriculum Committee Chair

FROM: Ann R. Crowther *ACC*

RE: Write-in course evaluation

DATE: September 26, 2003

As the person who is charged with campus-wide oversight of academic advising, I have a concern that I believe needs to be addressed by one, or perhaps both, of the University Council committees that you chair. The issue is transfer courses which we refer to as *write-in* courses. Approval for the use of such courses in students' degree requirements varies across campus and I believe that we need to have a policy that can be equitably applied to all students regardless of the school or college in which they are enrolled. I have tried to capture the primary issues on the attached, including the two options for a policy of which I am aware. I conducted an informal poll of advising coordinators about this subject last year and discovered that about half support each option.

I would be happy to visit with your committee(s) if that would be helpful. In any case, thank you for considering this matter.

c: Delmer Dunn
Debbie Bell
✓Fiona Liken

APPROVAL TO USE WRITE-IN (TRANSFER) COURSES TO SATISFY UGA DEGREE REQUIREMENTS

Write-in course: A course taken by a student at an institution other than the University of Georgia which transfers in to UGA as a credit course but does not transfer in with a UGA course number. There are several reasons that courses transfer in in this way, including differences in the number of credit hours of the course at the institution at which the course is taken and UGA and the absence of an identical course at UGA.

Transfer courses from University System of Georgia (USG) institutions

Core Curriculum – Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA as a write-in course and there is verification of the completion of that Core Area at the originating institution, the academic advisor or school/college must approve the course for use in the same Area in the UGA degree. Verification may be offered by the student (by submitting a catalogue from the originating institution or determined by an advisor (checking the web page of the originating institution.)

Major Courses – Course requirements to satisfy a student's major are determined by the faculty in the department of the major and reviewed/approved by the curriculum committee(s) according to relevant policy. Therefore, the faculty in the major department have the responsibility and authority to determine if/how write-in courses in the major will count. If the faculty member who reviews write-in courses is not familiar with the institution or course in question, the student should provide the faculty member with a course syllabus, catalogue, Final Exam, or other information as requested.

Other Courses – If a student wishes to use, for a degree requirement, a (USG) write-in course which is neither a course taken for the Core at another USG institution nor a course in the major, the student should seek approval from:

Option A – the department of the course prefix

Option B – the department of the student's major

Transfer courses from non-University System of Georgia institutions

All write-in courses from non-USG institutions should be evaluated by:

Option A - the department of the course prefix

Option B - the department of the student's major

Appeals

If a student wishes to appeal the determination of a write-in course evaluation, s/he should put the request in writing and submit, it along with any notice received from the original review(er), to:

Option A – the dean's office, curriculum committee or other appropriate appeals committee of the student's school or college.

Option B – the dean's office, curriculum committee or other appropriate appeals committee of the school/college which houses the department of the course prefix.

Appeals beyond the school/college should be directed to the Educational Affairs Committee, c/o the Office of the Vice President for Instruction, Old College.

9/26/03