

## **Policy for substituting GCCR course.**

**Background:** As outlined in Senate Rule 5.4.3.1, the GCCR stipulates that students must successfully complete this requirement after achieving sophomore status and prior to graduation. To satisfy the GCCR, students must earn an average grade of C or better on the designated Composition and Communication (C&C) intensive assignments produced in any given course designated as fulfilling some or all of the GCCR. The requirements for GCCR include:

- at least 4500 words of English composition (approximately 15 pages total over 1 or multiple assignments);
- a formal oral assignment *or* a visual assignment;
- an assignment demonstrating information literacy in the discipline;
- a draft/feedback/revision process on GCCR assignments.

The program requirements for the GCCR include:

- at least one specific Program Student Learning Outcome for Program's C&C outcomes;
- a plan for assessing both the writing and oral *or* visual components of the GCCR;
- clear goals, rubrics, and revision plans for GCCR implementation.

(Please note that this policy does not apply for students who have previously satisfied the Graduation Writing Requirement (GWR) and subsequently changed to a different program after fall semester 2014. In this case the student will have fulfilled the Graduation Composition and Communication Requirement (GCCR))

### **Policy Outline:**

For a course(s) to be substituted for a program's GCCR requirement, the petitioner (Chair, DUS, student affairs officer, program advisor, or student) shall demonstrate the following:

Substitution using UK course(s):

1. The substitution course(s) must have been approved for GCCR at the time the student took the course(s).
2. The department seeking the substitution shall attest (Chair or DUS) that the substitution is substantially equivalent to the program's GCCR learning outcomes, discipline literacy and needs of their profession.

Substitution using a non-GCCR approved course(s) (non-UK course, a UK course, or combination):

The petitioning program shall document/include the following:

- a. The course(s) was taken at sophomore level, or above.
- b. The requirements of the course(s) meets the requirements stipulated by SR 5.4.3.1, namely, English composition of 4500 words, formal oral or visual assignment, demonstrates information literacy, and utilizes a draft/feedback/revision process.
- c. A syllabus of the course(s).
- d. The student earned a C or better on the GCCR components.
- e. Any additional information that supports the petition. (i.e., sample assignments, student work, assessment rubrics, etc.).

- f. Review and approval from the outside department who services the petitioning program's GCCR course(s), if any..
- g. An attesting statement from the petitioning program's Chair/DUS certifying that:
  - i. the GCCR prerequisites requirements, as stated in the Senate Rules, were similar and followed by the student.
  - ii. the substitution is substantially equivalent to the petitioning program's GCCR learning outcomes, discipline literacy, and the needs of their profession.

The petitioner shall submit the Senate form, *GCCR Substitution Request Form*, to the Division of Undergraduate Education. Once the application includes all the required documentation,, the petition will be reviewed for approval by the petitioning program's Academic Dean (for UK Course(s) substitutions), or the Senate's GCCR Committee (for non-UK course(s) substitutions).

Under special and extenuating circumstances the program faculty (Chair/DUS and relevant tenured faculty) may petition the Associate Dean for Academic Affairs and the GCCR Committee Chair to approve a substitution exception so as to not delay a student's graduation. The petition shall explain why the student's graduation would be delayed without the approval, why the student has not fulfilled the GCCR previously, and also document what specific academic experience will be used to substitute for the program's GCCR requirement. If the Associate Dean for Academic Affairs and GCCR committee Chair(s) approve the exception, the student will have fulfilled the GCCR requirement, and the petition by the program faculty with the approval justification shall be forwarded to the GCCR committee for informational purposes.