

**GENERAL EDUCATION:  
PROCEDURES FOR IMPLEMENTATION OF EXECUTIVE ORDER 595**

1. The General Education Committee will be responsible for recommending to the Provost and Vice President for Academic Affairs amendments to the list of courses included in the General Education Program and publishing procedures to permit changes in the General Education Program.
2. Recommendations on policy, including program structure, guidelines, and criteria for areas will be developed by the General Education Committee, and forwarded to the Academic Senate. Assessment of the GE Program will also be the responsibility of the General Education Committee. In particular, a five-year periodic review of all courses continue to meet the objectives and intent of the program.
3. All departments will be asked to provide a syllabus representing the content of all sections of each General Education course. Requests for the inclusion of new courses shall be accompanied by an appropriate syllabus. A file of all courses, proposals, recommendations and decisions made regarding the General Education Program will be kept in the office of the Associate Provost
4. Requests for exceptions to the General Education requirements by high unit professional degree programs will be received and reviewed by the General Education Committee. Academic justification for such requests are to be made by the appropriate college/school. If the request concerns policies of this campus only, recommendations and documentation shall be forwarded to the Provost and Vice President for Academic Affairs and then to the President. If the request affects systemwide policies, the President's recommendation will be forwarded to the Chancellor's Office.
5. Individual student requests for exceptions/substitutions shall be received and acted upon by the Student Academic Petitions Committee.
6. The General Education Committee membership ~~will~~ shall be fourteen, ten of whom shall be faculty members. Two members shall be students, one member will be from the Provost's Office, and there will be one non-voting representative appointed by the Vice President for Student Affairs. The faculty members will be elected by the faculty to represent the entire university for three-year terms. One faculty shall be elected from each of the schools/colleges. In addition, two more faculty shall be elected from among the colleges of Arts and Humanities, Science and Mathematics, or Social Sciences with no more than two from any college. There shall be no more than two representatives from any one college on the committee.

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Recommended by the Academic Senate  
Approved by the President

November 1984  
12/84; **December 14, 2004**