

The GEC Policy on Proposals and Petitions for Retroactive Attribution

By action of the GEC on November 17th, 1999

Revised by action of the GEC on April 11th, 2001

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In general, approval of general education attributes is not a retroactive action. The GEC encourages all faculty to make a strong effort to submit proposals for general education attributes in time to be included in the appropriate class and lab schedule. This will benefit all involved: the students, the faculty, and the registrar's office.

However, there may be occasions when general education attributes need to be attached to courses while they are in the process of being offered (# 1 below), or, in extreme circumstances, even after they have already been offered (#2 below): for example, when a course is being taught by a new, or a visiting, faculty member, or when there occurs a late and unexpected change in a course offering.

- 1) Courses approved by the GEC for general education attributes in the same semester that they are offered will result in all enrolled students receiving the attributes as long as the proposer agrees that the course in the process of being offered is essentially the same as the proposed course. Otherwise, the attribute applies only to future offerings of the course.
- 2) Stricter guidelines apply in the consideration of retroactive attribution for courses that have already been offered. The GEC will consider retroactive attribution only if the following conditions are met:
 - a) a petition requesting this is made in writing by one or more students.
 - b) the petition has the written support of the instructor of the already-offered course (and the instructor who signed the course proposal to the GEC, if they are different.)
 - c) the instructor provides supporting evidence that the already-offered course is essentially the same as the one later approved by the GEC, and thus meets the guidelines for the general education attribute.

Under no circumstances will a GE attribute be awarded to a student for a course that has not been formally proposed for review and approved by the GEC.

GE attributes are never awarded on an ad hoc basis. All students enrolled in a course are awarded the same GE attributes.

There will be two statutes of limitations on petitions:

- i) a petition can only be made for a course that was in session no more than a calendar year before the date the course was approved for a GE attribute by the GEC.
- ii) a petition must arrive in the registrar's office no more than a calendar year from the time the final grade for the course in question was recorded.