CSUB Committee on Academic Requirements and Standards (CARS)

Policy on Approval Process for GE/UWR Substitution

Final as of 5/12/2011

In order to facilitate graduation, while still meeting University Learning Goals, programs may from time to time determine that there is sufficient overlap between program class material and specific GE/UWR learning goals as to warrant a request for substitution with a particular class or classes. The following process will be followed for substitutions of this nature.

A requirement substitution is obtained for the requesting program by sending a letter to the unit overseeing the targeted requirement (typically an Area, Theme, or other UWR committee). In the letter, the requesting program will:

1) identify the GE/UWR requirement that the program wishes to substitute,

2) identify the class or classes in their program which would serve as the substitute and how it addresses the learning goals of the relevant GE/UWR, and

3) justify the substitution (i.e., explain the compelling program requirements such as external accreditation, professional licensing, or other drivers for specific program content).

The unit overseeing the targeted class will review the request and respond by letter commenting on the request and either supporting it or opposing it. This action should be taken within a month of the request submission. Absent a response from the unit committee within a month, the requesting unit may ask CARS to proceed in its evaluation.

Once the requesting degree program has the response from the unit controlling the targeted class/requirement, they will submit their substitution request to CARS. CARS will review the proposal and comments and decide to approve or deny the request. All decisions by CARS shall be justified in writing with all relevant parties informed.

Should the proposal be denied and the requesting program wish further consideration, or the unit controlling the targeted class/requirement object to a CARS approval, the CARS decision can be appealed to the Academic Affairs Committee of the Senate.