

Requesting the Deletion of a General Education Course Designation Information and Request Form

General education course offerings are established based on several criteria, some of which are required by the Florida Department of Education (FLDOE¹) and/or the College's regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC²). Other factors include scheduling, curriculum, and transfer processes and general education requirements for the associate of science (AS) and bachelor degree programs.

General Education Core Courses

The FLDOE has established several general education "core" courses. These are noted at PBSC as "Tier 1" courses. The general education designation cannot be removed from a core course.

Preparing to Make the Request

Faculty who wish to request the deletion of a general education designation from a course must follow the steps outlined in the General Education Course Change Process to review and report the potential implications of the change, and explain why the course should no longer count toward general education credit.

General Education Course Change Process

1. Faculty identify any impact on students in the PBSC associate in arts, AS, or bachelor degree programs, and identify any impact of their transfer to in-state public universities, if the general education designation is removed.
2. Cluster faculty meet with program director or associate dean of any program that may be affected if the general education designation is removed. This meeting should verify alternate provisions for prerequisite or corequisite courses if the course to be removed is a prerequisite or corequisite course for the program.
3. Cluster approves, formally documenting the justification and cluster agreement/approval in the minutes.
4. Cluster chair or designee must complete the Course Change Request to Delete General Education Designation Form (page 2-3) and submit to Academic Services (whitec2@palmbeachstate.edu).
5. Curriculum Coordinator forwards as an agenda item to the General Education Council chair.
6. General Education Council chair coordinates meeting date and time with cluster representative(s).
7. Cluster representative(s) meet(s) with the General Education Council to discuss request.
8. General Education Council makes recommendation to Curriculum Committee through Academic Services.
9. Curriculum Committee makes recommendation to the Vice President of Academic Affairs (VPAA).
10. VPAA makes recommendation to the District Board of Trustees (DBOT) for final approval (per DBOT policy for Curriculum Control, #6Hx-18-2.01)³.
11. Approvals become effective in the subsequent academic year if catalog scheduling permits (the year after otherwise).

¹ FL Statute 1007.25: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1007/Sections/1007.25.html

² SACSCOC Principles of Accreditation: Foundations for Quality Enhancement (2017, pp.20-22): <http://www.sacscoc.org/pdf/2018PrinciplesOfAcreditation.pdf>

³ DBOT Policy #6Hx-18-2.01: <https://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section2/2.01.pdf>

General Education Course Change Request to DELETE GENERAL EDUCATION DESIGNATION

Submit completed form and cluster minutes with documented approval to the curriculum coordinator in the Office of Academic Services.



1. **Date:** _____
2. **Name of faculty member submitting request:** _____
3. **Course ID and title:** _____
4. **General education area (check only one):**
 - Communication
 - Humanities
 - Mathematics
 - Natural Science
 - Social Science

Internal programs other than the associate in arts degree also have general education requirements and may be adversely affected if a course loses its general education designation. Additionally, there may be implications regarding transferability of a course, either as a general education or program required course. Cluster faculty must confirm whether the designated course is allowed by any other program to satisfy general education credits, discuss the potential effect with the program director or associate dean, and report the implications, if any, in the tables below (#5-#7) before submitting a request to delete a course. Reason(s) for requesting the removal of the general education designation must be explained in #8.

5. Complete the table below regarding impact on internal programs.

Which programs, if any, allow the use of this course to satisfy general education requirements?	Who was included in the discussion regarding removing the general education designation and what are the implications?			
	Cluster Faculty	Program Director	Associate Dean or Dean (required!)	What are the implications, if any, of removing the general education designation from this course?

6. Complete the table below regarding prerequisite or corequisite status of the course. Add rows if needed.

Is this course a prerequisite or corequisite for another course in any program?	If yes, which program(s) and course(s)?	If yes, what other options are available to students to satisfy the prerequisite or corequisite requirement(s)?

7. Complete the table below regarding transferability.

What are the potential implications for transfer students if the general education designation is removed from this course?	Who was consulted to determine the potential impact? (e.g., FAU advisor, program director – include name and title)	What sources were reviewed to determine the potential impact? (e.g., FAU catalog)

8. In the box below, explain the reason(s) you are requesting the deletion of this course from the general education offerings. Indicate whether action is prompted by no enrollment for an extended number of academic years (FLDOE requires the College to delete courses that have not had enrollment for five years).