

Credit Substitutions within the General Education Program
(Updated October 5, 2016)

What the Office of General Education Cannot Do:

- Consider any requests involving the Core Curriculum. The office will refer the student to the appropriate staff member in the University College Academic Advising and Orientation Center to consider the request.
- Approve equivalent course credit for a transferred course; when students make a request for equivalent credit, the office gives them either a printed copy or a link to the Petition for Undergraduate Transfer Credit and the name of the appropriate department chair or program director. The office does not have the authority to overrule the decision of the appropriate department chair or program director.
- Waive a requirement entirely

What the Office of General Education Can (and Does) Do:

For Transfer Students

The Office of General Education may consider requests from transfer students and/or advisors for General Education credit on transferred elective courses which meet the spirit of General Education. Students must have conferred with the appropriate department chair(s) or program director(s) prior to making the request and the chair or director must have determined that the course is not the equivalent of any course currently existing in their department or program. The steps in this process are:

1. Student or advisor contacts Assistant Director of General Education (currently Kristin Hyle) with request. Student or advisor must provide a course description from the catalog of the transferring institution.
2. Assistant Director determines if other information is necessary to make a decision. If so, the Assistant Director requests the information from the student.
3. Assistant Director shares request and information obtained with Director of General Education (currently Michael Krenn).
4. Director determines if further information is necessary. If so, the Director requests the information from the student.
5. Director makes a determination about General Education credit requested and communicates decision to Assistant Director.
6. Assistant Director communicates decision about approval or denial of General Education credit to student and advisor (if known).
7. For approved substitutions, Assistant Director updates SZATRAT screen in Banner, which adds the General Education credit to the elective course on the student record. The course will still appear as a disciplinary elective on the student transcript and the General Education credit will be visible to the student on their DegreeWorks audit. The advisor can see the updated General Education credit using DegreeWorks or the Undergraduate General Education Student Overview available via the online advisor tools.
8. For approved substitutions, Assistant Director updates SPACMNT screen in Banner with a comment type of GEP and adds a note to the DegreeWorks audit. The note will be visible to the student and advisor in DegreeWorks.
9. For approved substitutions, if student has declared a major, Assistant Director notifies the appropriate advising or student services staff member for that college.

For Native ASU Students

The Office of General Education may consider requests from native ASU students and/or advisors for substitution of General Education credit in cases of documented advising error. The steps in this process are:

1. While advising a student, advisor notices a documented advising error.
2. Advisor sends an explanation and documentation of the advising error to the supervisor of the advisor who made the error.
3. Supervisor of the advisor who made the error reviews student's coursework and proposes a solution to Director of General Education (currently Michael Krenn).
4. Director makes a determination about General Education credit and communicates decision to student, current advisor, supervisor of previous advisor, and Assistant Director of General Education (currently Kristin Hyle).
5. For approved substitutions, Assistant Director updates SPACMNT screen in Banner with a comment type of GEP and adds a note to the DegreeWorks audit. The note will be visible to the student and advisor in DegreeWorks.
6. For approved substitutions, if student has declared a major, Assistant Director notifies the appropriate advising or student services staff member for that college.