

Academic Affairs Manual

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Subject: Double-Counting Upper Division
General Education Courses and
Major/Minor Courses

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Double – Counting Upper Division General Education Courses and Major/Minor Courses

1.0 Reference

- 1.1 This policy outlines the practices and procedures for departments and academic programs in terms of the unit count for upper division General Education (GE) courses and major/ minor courses.
- 1.2 The guidelines in this policy are designed to:
 - 1.2.1 Assist students to meet graduation requirements within the scope of their major/ minor and the upper division General Education courses.
 - 1.2.2 Assist in maintaining consistency when calculating units for major, minor, and the upper division General Education courses.
 - 1.2.3 Assist departments and programs to establish or redefine double-count courses in majors and minors.
- 1.3 Double-count courses will be noted automatically in each major or minor. No action is required by the student.

2.0 Policy

- 2.1 A department or academic program may double-count a maximum of six (6) upper division General Education units.
- 2.2 A course may be double-counted to satisfy requirements in *either* the major and the upper division GE *or* the minor and the upper division GE.
- 2.3 Courses *may not* be double-counted for *both* the major and the minor.
- 2.4 Departments or programs wishing to double-count existing upper division GE courses or propose new upper division GE courses to be double-counted must submit a packet to the CSUDH Office of Academic Programs as outlined in the procedures.
- 2.5 Students who complete double-counted GE requirements under one academic plan shall be considered to have met those GE requirements if they change academic plans.
- 2.6 In an effort to comply with recent amendments to Title 5 CCR § 40508 The Bachelor's Degree: Total Units, many programs reduced the number of units specific to their major which may have an impact on program quality. Allowing baccalaureate programs to double-count courses to satisfy requirements in *either* the major and the upper division General Education *or* minor and the upper division General Education will help preserve program quality while maintaining adherence to maximum number of units required for a baccalaureate degree. The practice of double-counting upper division General Education, with major or minor courses has already occurred across the institution. For example, Liberal Studies, Nursing, and Humanities all have course(s) in their major or minor that double-count for upper division General Education requirements. This resolution will also formalize the procedures for departments or programs that wish to pursue this option making it transparent and open to all.

3.0 Procedures to Implement a Double-Count Course

- 3.1** A department or program wishing to double-count an existing **upper division General Education course** in its major or minor must submit a packet to the CSUDH Office of Academic Programs that includes:
- 3.1.1** A copy of the syllabus of the course that is already approved as an upper division General Education course.
 - 3.1.2** A copy of the major or minor program learning outcomes.
 - 3.1.3** A written justification articulating how the existing General Education course meets the major or minor program learning outcomes.
 - 3.1.4** The Departmental Curriculum Committee, College Curriculum Committee, College Deans, and the University Curriculum Committee will review the request for approval.
- 3.2** A department or program wishing to double-count an existing course in its **major or minor** as an upper division General Education course must submit a packet to the CSUDH Office of Academic Programs that includes:
- 3.2.1** A copy of the syllabus of the major or minor course that is claimed to meet upper division General Education learning outcomes.
 - 3.2.2** A copy of the major or minor program learning outcomes.
 - 3.2.3** A written justification expressing how the major or minor course meets the existing upper division General Education learning outcomes for the specific area(s) (i.e. F1, F2, F3, or F4).
 - 3.2.4** The Departmental Curriculum Committee, the College Curriculum Committee, College Deans, the General Education Committee (and its SMT, SBS, or HUM sub-committees as appropriate), and the University Curriculum Committee will review the request for approval.

Approved: Dr. Rodrick Hay, Interim Provost and Vice President, Academic Affairs
Date: 7/26/2016