

Mechanism for Requesting Exceptions to the IU Kokomo General Education Requirements
(Approved by Faculty Senate: October 8, 2012)

Motivation

All students are expected to comply with the IU Kokomo general education curriculum. However, unusual circumstances may create legitimate need for exception to the general education requirements. This document provides a campus policy for securing exceptions to the General Education program.

Guiding Principles and Policies

- Ultimate authority for management of the campus-wide general education program rests with the Faculty Senate. However, the Faculty Senate delegates authority for making exceptions to the program to the Deans of each academic program. This authority is contingent on the Deans following these guiding principles and policies. The expectation is that exceptions will be granted primarily in time-sensitive unusual circumstances.
- Decisions on exceptions to the General Education program are made by each student's Dean. The details (including rationale and remedy) relating to each granted exception will be emailed to the Chair of the Educational Policies Committee. At the end of each academic year the Committee will evaluate the quality and quantity of the exceptions. to be granted only by the Faculty Senate Educational Policies Committee (EPC). There are no circumstances where any administrator, advisor, or individual faculty member may make exceptions to the program.
- Students are ultimately responsible for adherence to the requirements. Ignorance of the requirements is not generally a sufficient circumstance for exception.
- While General Education is appropriately outcome-based, it is by necessity course-based in its implementation. Therefore, proposing a course (that is not on the General Education list) that appears to meet the learning outcomes is not generally a sufficient reason to allow an exception.
- Exceptions should be granted designed to make exceptions for groups of students within an academic program due to similar problems with the required courses. If a program desires different courses in the General Education Program, it should not attempt to generate exceptions. Instead, the program should work through the EPC and Faculty Senate to propose changes to the General Education program.
- Documented advisor errors are clear reasons for granting exceptions.
- The exception policy is not designed to assist in the mappings of transfer students' courses to the General Education program are not considered exceptions for the purpose of this document. It is expected that advisors and Deans will adhere to transfer agreements between institutions and will provide their best efforts to appropriately map off-campus courses to appropriate IU Kokomo courses. –

Procedure

1. An advisor meets with the student and they document the reason and circumstances thought to warrant an exception. The advisor and student determine a suggested course

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~~substitution and obtain the related course syllabus. While not required, a student who first discusses the need for an exception with a faculty member/Chair/or Dean should still work through the appropriate advisor to assure that proper documentation is maintained.~~

~~2. The advisor submits the form and the syllabus to the EPC chair or other member.~~

~~3. The EPC chair will submit the information (online) to the EPC members and a decision (by a majority vote of EPC members who respond within three working days of receiving the information) will be rendered within five working days (of receipt of the request). The email to the advisor will serve as the documentation of the decision.~~