

Policy Number: AOP 233	Procedure Title: General Education
Supersedes Existing Policy: Yes	Policy Sponsor: Senior Vice-President Academic and Chief Learning Officer
Associated Policy: Yes	Policy Owner: Dean, Interdisciplinary Studies
Next Review Date: April 2027	Date Last Approved by the CET: April 17, 2024

1. Introduction and Purpose

This procedure outlines the processes for registration, transfer credit and add/drop for general education courses.

2. Application

This procedure applies to all students in an Ontario College Diploma or Advanced Diploma program. This does not apply to degree programs. Breadth requirements in degree programs are established by the Postsecondary Education Quality Assessment Board.

3. Procedure

- 3.1 Students will typically register for one general education course in the semesters dictated by their program of study. Students wishing to take more than one general education course in each semester should consult their student success advisor as this may put them in an overload position. Students should be aware that appropriate fees will be charged for the second general education course for which they register. Students can access the GNED registration form from student advisors or the Registrar's Office. Additional fees may be charged to students wishing to take a general education course off-cycle.
- 3.2 Students wishing to pursue an exemption or transfer credit should apply and follow the established process and timeline. Students seeking prior learning assessment and recognition (PLAR) for a general education course should refer to the course outline for specific information, apply, and follow the established process and timeline.
 - 3.2.1 If the transcript is from Loyalist College, and courses are clearly designated as general education, then the student will be granted up to three exemptions. Exemption requests are granted once only.
 - 3.2.2 If the transcript is from another post-secondary institution and courses are not clearly designated as general education, then the Pathways Coordinator will analyze the transcript. If courses fit into the criteria cited for general education courses, then the student will be granted up to three transfer credits. If the transcript is unclear, then the student may be asked to submit course outlines for further analysis.

- 3.3 If a student wishes to drop a general education course, the procedure outlined in *AOP 225 Post- Secondary Registration and Graduation* will apply.
- 3.4 If a student wishes to move from one general education course to another, then they must consult with the Registrar's Office who will assess the viability of the move.
- 3.5 The Dean, Interdisciplinary Studies is responsible for ensuring the cross-College committee complies with its terms of reference, approving new general education courses and providing an annual update to the Senior Academic Leadership Team about newly developed general education courses.
- 3.6 The Dean - Interdisciplinary Studies may issue a call for proposals to staff and students for ideas for new general education courses. Proposals may also be submitted to the dean on an ad hoc basis. Proposals will be reviewed by the cross-College committee. The committee will assess proposals based on criteria including, but not limited to subject area, content, student workload, and perceived interest to students.

4. Related Documents or Links

- *AOP 225 Post- Secondary Registration and Graduation*
- *AOP241 Non-core/Breadth Curriculum*

5. References

- *Framework for Programs of Instruction (MCU)*
- *GNED Transfer Credit Assessment Rubric*