

# PROCEDURE

Procedure Number: AOP 233	Procedure Title: General Education
Supersedes Existing Policy? N	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: April, 2018

## 1 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.

## 3 Procedure

- 3.1 Students will typically select one (1) general education course in the semesters dictated by their program of study. Students wishing to take more than one (1) general education course in a given semester should consult their student success mentor 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 success mentors or enrolment services. Additional fees may be charged to students wishing to take a general education course off-cycle.
- 3.2 When courses are full, students may be able to put themselves on a waitlist. Students must enrol in a course in order to add themselves to a waitlist and will only be able to register in courses with seats remaining. Student choice may be limited by the requirements of their vocational program of study. It is the responsibility of the student to make an educated choice using the course information available on the portal and College website, including assessing whether or not they are good candidates for successful completion of online courses.
- 3.3 Students wishing to pursue an exemption or transfer credit should present their existing transcript to the Pathways Coordinator. Students wishing to PLAR a general education course should refer to the course outline for specific information.
  - 3.3.1 If the transcript is from Loyalist College, and courses are clearly designated as general education, then the student will be granted up to three (3) exemptions. Exemption requests are granted once only.
  - 3.3.2 If the transcript is from another post-secondary institution and courses are clearly designated as general education, then the student will be granted up to three (3) transfer credits.
  - 3.3.3 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 (3) transfer credits. If the transcript is unclear, then the student may be asked to submit course outlines for further analysis.
- 3.4 If a student wishes to drop a general education course, the procedure outlined in AOP 225 – *Post-Secondary Admission, Registration and Graduation* will apply.
- 3.5 If a student wishes to move from one general education course to another, then they must consult with the General Education Coordinator or the Continuing Education and General Education Information Officer who will assess the viability of the move. The GNED registration form can be

used for this purpose. This move will only be considered if requested within the first 10 days of the semester. The College cannot guarantee the move.

#### **4 Related Documents or Links**

- AOP 204 Course Outlines
- AOP 224 Evaluation of Student Performance
- AOP 225 Post-Secondary Admissions, Registration & Graduation
- Framework for Programs of Instruction (MCU)
- GNED Transfer Credit Assessment Rubric

#### **5 References**

N/A