Procedures for Delisting a GE Course

1. When a course is identified for potential delisting in a GE area, the registrar will review the catalog and generate a list of majors that include the course. The role of the course may range from a required course in the major to an option used to complete a required number of major elective units.

2. The chair of each of the potentially affected departments will be notified of the proposed change and will be given at least two weeks to provide information and concerns to the chair of the GE Committee before the Committee begins its deliberations.

3. The GE Committee may request additional information from departments or from the registrar.

4. When a course is delisted, notification will be sent to
   a. All faculty
   b. The chairs of affected departments
   c. All students
   d. Targeted messages will also be sent to potentially affected students (majors, those who register for the course in the next few terms)

5. If the delisting is approved before November 1, the change will become effective in September of the following year. Delistings approved subsequent to November 1 will be implemented one September later.

6. Students who may have planned on using the course to fulfill the GE area as evidenced by a degree application, a declaration of major, etc. will be handled via the standard petition process. In instances where there is a well identified group of affected students, accommodations may be made en mass by the registrar in consultation with the Dean for Academic Effectiveness.