

General Education Curriculum Process and Instructions

The General Education Curriculum Policy, Academic Affairs Policy Statement #14, is available online at <http://www.curriculumsystems.uga.edu/ucc/Policy14.pdf>.

The policy includes the learning outcomes for each area of the General Education Curriculum. Once a course has been approved through the course approval process (CAPA), it may be submitted for consideration to be included in the General Education Curriculum using the General Education System available online at: <http://www.gened.uga.edu> Also available on this page is a sample submission form: <http://www.curriculumsystems.uga.edu/ucc/GeneralEducationCoreSampleForm.pdf>. When courses are evaluated by the General Education Subcommittee, the learning outcomes for each course are reviewed to determine if they comply with the learning outcomes for the specific area of the core. If you have any questions about the General Education Curriculum or how to access or use the General Education System, please contact the Office of Curriculum Systems at 706-542-6358 or curriculumsystems.uga.edu.

Instructions for using the General Education System:

- Go to <http://www.gened.uga.edu/>
- If you already have access to the CAPA system, you will have access to the General Education System (If not, the department head can request access for faculty in his or her department via an email to Patee Shedd at pashedd@uga.edu. Patee will give you the necessary password information)
- Enter Your UGA MyID, the department or college/school CAPA login ID, and the department or college/school CAPA password
- Click Login
- Make sure General Education Core is selected on the dropdown menu
- Choose the Department Initiator role
- Click the Proceed button
- Select the prefix you would like to work on (only applicable if your department has more than one prefix)
- Click on the course ID of the course you would like to submit
- You can view complete course information in CAPA by clicking the link at the top of the page
- If you would like to review the course objectives and topical outline for the course, click the link provided. If you would like to change the course objectives and/or topical outline, click the link to go to the CAPA Course Objectives and Topical Outline Update System
- Check the boxes on the form that apply for this course (boxes can be selected in more than one area)
- Once you have completed the form, choose the button to submit to department staff or department head and click the Proceed button