

MEMORANDUM

Date: April 26, 2013
To: General Education Committee
RE: Brief Report/Update to Soft compliance of UDGE requirements
From: Andres Favela, Thomas Swanger, Pam Bell, David McMartin

At the conclusion of the Fall 2012 semester, the Office of the Registrar, Undergraduate Advising Services and IITS requested to the GEC for a temporary policy that would allow the Registrar Evaluators and UAS Academic advisors to temporarily implement a "soft approach" enforcement of the UDGE requirement due to our campus allowing lower-division students to register for UDGE courses prior to earning upper-division standing. The request was made because after a student registers for an UDGE course the course is used in the ARR to either fulfill or not fulfill the UDGE requirement. The use of courses to fulfill the UDGE requirement in the ARR is inconsistent because the ARR does not have the necessary logic to use courses based on the academic level of the student when they complete a course.

GEC approved the request for a soft approach under the condition to allow only toward students who have completed a minimum of 50 units to have their UDGE count and be considered as having met the "spirit" of the requirement for the remainder of the 12-13 academic year. This approach allowed evaluators/advisors to process graduation reviews, evaluate/advise students accurately without students having to unnecessarily repeat or take additional UDGE courses. Student advising also continued to reinforce the current UDGE policy to meet the requirement/courses to be taken after they have completed 60 units.

The Registrar, IITS (PeopleSoft), and Undergraduate Advising Services also agreed to look into the automated solutions of this issue, and to investigate other CSU campus's practices to enforce the UDGE policy. This memo is intended to provide an update to the collective findings which are as follows:

- Given the current practice of allowing lower-division students to register and complete UDGE courses before earning upper-division standing, there is nothing that can guarantee the appropriate use of UDGE courses for the UDGE requirement in the ARR. The "soft enforcement" will allow our campus to use courses for UDGE no matter what academic level the student was when they completed the course and will remove the need for the student to complete an additional UDGE course for their degree.
- Another option, to be further examined by the campus, is the use of assigning a pre-requisite to all UDGE courses that require students to be finishing enough units to be upper-division standing after final grades are posted before being able to register for UDGE courses. This would guarantee that courses used in the ARR to fulfill the UDGE requirement would be accurate for all students.
- The attached table illustrates other campus approaches and practices in enforcing similar UDGE policies across the CSU due to logic limitations in PeopleSoft for the ARR.

Given the finding, Office of the Registrar and Undergraduate Advising Services, recommends to the GEC for a continued "soft approach" enforcement of the UDGE requirements until a viable solution is identified and implemented.

How does your campus enforce the "upper-division status" requirement for Upper-Division GE (UDGE) courses in Title V? (see policy below)
V. Distribution of General Education-Breadth Units

.....At least nine of these semester units or twelve of these quarter units must be upper-division level and shall be taken no sooner than the term in which upper-division status (completion of 60 semester units or 90 quarter units) is attained...

	Yes	No
<p>Are UDGE courses required or used in your majors/minors? Majority Result = YES</p>	<p>TOTAL = 8 Campuses Sacramento Chico (in high unit majors only) Fresno Cal Poly SLO Long Beach Bakersfield Sonoma Channel Islands</p>	<p>TOTAL = 1 Campus Dominguez Hills (A few majors do and they can double count. The majority are a NO)</p>
<p>If a lower-division student successfully completes an upper-division course GE course for the UDGE requirement do you exclude this course from meeting the requirement and make them take an additional course? Majority Result = NO</p>	<p>TOTAL = 1 Campus Sonoma</p>	<p>TOTAL = 8 Campuses Sacramento Dominguez Hills Chico (We used to but students were very unhappy so we stopped per our Academic Senate) Fresno Cal Poly SLO Long Beach Bakersfield Channel Islands</p>

<p>If a lower-division student successfully completes UDGE course(s) do you allow the course to fulfill the GE requirement even if they completed it as a lower-division student? Majority Result = YES</p>	<p>TOTAL = 9 Campuses Sacramento Dominguez Hills Chico *** Fresno Cal Poly SLO Long Beach Bakersfield Sonoma Channel Islands</p>	
<p>Does your campus inform lower-division students of the policy but do not monitor or intervene if a lower-division student successfully completes the course(s)? Majority Result = YES</p>	<p>TOTAL = 9 Campuses Sacramento Dominguez Hills Fresno Cal Poly SLO Long Beach Bakersfield Sonoma Channel Islands</p>	<p>TOTAL = 1 Campus Sonoma and they process hundreds of Course Directives!</p> <p>TOTAL = 6 Campuses Dominguez Hills Fresno Cal Poly SLO Long Beach Bakersfield Channel Islands</p>
<p>Does your campus enforce the "completion of 60 semester units or 90 quarter units" through PeopleSoft? If yes, please answer the question below Majority Result = NO</p>	<p>TOTAL = 2 Campuses Sacramento Sonoma</p>	
<p>Do you prevent lower-division students from registering for UDGE courses through an Enrollment Requirement Group (ERG)? Majority Result = YES</p>	<p>TOTAL = 5 Campuses Sacramento Cal Poly SLO** Long Beach Bakersfield Channel Islands</p>	
<p>Have you implemented the online PeopleSoft Academic Requirements Report? If yes, please answer the question below. Majority Result = YES</p>	<p>TOTAL = 5 Campuses Dominguez Hills Long Beach Bakersfield Sonoma Channel Islands</p>	<p>TOTAL = 2 Campuses Fresno (DARS) Cal Poly SLO</p>

Does your Academic Requirements Report successfully block courses from your UDGE requirement line if the student took the course prior to earning 60 semester/90 quarter units?

Majority Result = NO

TOTAL = 6 Campuses

Sacramento
Dominguez Hills
Long Beach
Bakersfield
Sonoma*
Channel Islands

***SONOMA:** The ARR counts all units attempted instead of just units earned, so total units is often inflated. Our ARR is set to only accept courses when a student hits 60 units. This means that defensive queries are run each semester to find:

- Students that took a UD GE course and did not have 60 units EARNED but do have 60 units ATTEMPTED. In this cases, the course might be showing as counting and will be removed via the authorize students exceptions component.
- Students took a UDGE course and did achieve 60 units EARNED, but the course is not being picked up properly. If a student enrolled in that course first, the ARR might skip over the course if it is calculated when the student hits 58 units. In these cases, the authorize student exceptions component is used to add the course to the ARR.

CHANNEL ISLANDS: We are not currently enforcing the "upper division status" requirement in the AAR.

CAL POLY SLO: Enforcement through ERGs is course dependent and uneven; some course descriptions have the requisite listed and coded and others do not.

*****CHICO:** We used to hold for 45 units before a student could take the UDGE courses but the backlash and complaints were so negative that we removed this restriction by order of our Academic Senate.

DOMINGUEZ HILLS - 2. We inform the students via the catalog and at advising appointments that policy is they should complete the UDGE once they have completed 60 units and all lower division GE courses. However, if a student registers and completes the course as a lower division student the course will still appear in the UDGE on the degree audit and show that particular requirement is completed and it does count towards graduation. If the student meets with an advisor early enough in the registration period and the advisor notices that a lower division student is enrolled in UDGE they will recommend the student drop the course and enroll in another course but the student does not have to do that and once completed the course counts towards the UDGE for graduation. We have had freshman and sophomores fall through the cracks and complete one of the UDGE requirements and CSUDH lets it count towards graduation