

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 3.008

Title: Guidelines and Stipulations for Offering General Education:
Applied and Transferable

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General Education refers to a core of course work (25%-40% of a degree program) essential to a broadly-based degree to include but not be limited to: English, mathematics, natural sciences, humanities/ fine arts, social/behavioral sciences, and computer literacy. General education is at the heart of any degree program (Louisiana Board of Regents and the Association of American Colleges and Universities).

General Education may be more narrowly referred to as those courses drawn from the following academic areas: humanities/ fine arts, social/ behavioral sciences, and natural sciences/ mathematics (Criteria/ Principles for Accreditation/ Commission on Colleges).

General Education (designed for transfer) must be designed to ensure breadth of knowledge and must not be narrowly focused upon those skills, techniques, and procedures peculiar to a particular occupation or profession unless preceded by the designation "Applied." In reference to transferability, there are two primary groups of courses offered by LCTCS institutions: (transferable) General Education and Applied (not-designed-for-transfer) General Education. **General Education** courses may be offered, by LCTCS colleges, in either format; but, those courses must comply with the following stipulations:

Applied General Education course work. Applied General Education courses include those English, mathematics, sciences, and humanities courses that are taught in a contextual delivery rather than a theoretical/ purely academic/ universally-transferable delivery (ex. Applied English Composition, Applied Mathematics, etc.). Applied General Education course work includes instruction in the major fields of General Education in which an emphasis is placed upon technical and/ or workforce applications of the discipline. Examples of such course work would include, but are not limited to, courses bearing titles such as: Applied English: Technical English, Applied Mathematics: for Business Studies, Related Studies, etc.

Colleges offering Applied General Education courses must adhere to the following guidelines:

1. Content for courses of the same alpha titles and numerals shall follow the same core course content outline and related syllabus core (i.e. Applied English for Technical

Trades 101, Applied English for Business Studies 101, Applied English for Medical Studies 101, etc.) consistently across the system.

2. Applied General Education courses must bear the term “Applied” in the Preface of the course title (ex. Applied Mathematics for Technical Fields, Applied Biology, etc.)
3. Colleges offering Applied General Education shall develop a process by which students are notified of the nature and purpose of the course including a statement that the course is not designed for transfer.
4. Faculty teaching any Applied General Education course shall meet the criteria established by the institution’s accrediting agency (Council on Occupation Education or Southern Association of Colleges and Schools’ Commission on Colleges).

General Education. General Education course work (designed for transfer) includes instruction in the major fields of General Education that is designed to ensure breadth of knowledge and which places emphasis upon traditional academic content, theory and rigor within a transfer college or university. Examples of such course work include, but are not limited to: English (grammar and literature), mathematics (college algebra), etc.

Colleges offering General Education courses (designed for transfer) must adhere to the following guidelines:

1. Content for courses of the same alpha titles and numerals shall follow the same core course content outline and related core syllabus at the 101/1010 and/ or 102/1020 and, in addition, English and other appropriate disciplines at the 201/2010 or 202/2020 (as designed to follow) levels by FY 2005.

English 101/1010	English Composition I
English 102/1020	English Composition II
English 201/2010	English Literature I
English 202/2020	English Literature II
Mathematics 101/1010	College Algebra I
Mathematics 102/1020	College Algebra I-Intermediate
Natural Sciences	
Biology 101/1010	General Biology I
Biology 102/1020	General Biology II
Chemistry 101/1010	General Chemistry I
Chemistry 102/1020	General Chemistry II
Physics 101/1010	General Physics I
Physics 102/1020	General Physics II
Geology 101/1010	General Geology I
Geology 102/1020	General Geology II
Humanities	
Foreign Language 101 (French, Spanish, etc.)	Elementary Language 101 (Conversation / Grammar Introduction)

	Foreign Language 102	Intermediate Language 102 (Conversation and Grammar)
	History 101/1010	Western Civilization I
	History 102/1020	Western Civilization II
	History 201/2010	American History I
	History 202/2020	American History II
	Philosophy 201/2010	Introduction to Philosophy
	Speech 101/1010	Introduction to Public Speaking
Arts		
	Arts 101/1010	Introduction to Fine Arts
	Music 101/1010	Music Appreciation
	Theater 101/1010	Introduction to Theater
Social Sciences		
	Geography 201/2010	Cultural Geography
	Government/ Political Science 101/1010	American Government
	Psychology 201/2010	General/ Introduction to Psychology
	Sociology 201/2010	General/ Introduction to Sociology
Computer Literacy		
	Computer Science 201/2010	Computer Literacy

2. Courses shall be absent any reference to being “applied” in nature.
3. Colleges offering General Education (designed for transfer) shall develop a process by which students are notified that transfer is always a decision of the receiving institution and noting that students planning to transfer should work closely with the academic counselors of both institutions.
4. Faculty teaching General Education (designed for transfer) shall meet the criteria established, for such instruction, by the Southern Association of Colleges and Schools’ Commission on Colleges. Colleges offering General Education (designed for transfer) must demonstrate sufficient faculty-based institutional infrastructure (i.e. full-time General Education department head, full-time faculty, student access to library facilities, etc.) to support this instruction. The number of full-time faculty must be adequate to provide effective teaching, advising, scholarly activity, and unencumbered transfer of credit. Responsibility for the custody of the faculty members’ official transcripts resides with the Chief Academic Officer of the college. Copies of the SACS-COC credentials forms shall be filed and kept current, by all colleges, with the Chief Academic Officer of the LCTCS.

This policy becomes effective upon approval by the LCTCS Board of Supervisors.