



SYSTEMWIDE GENERAL EDUCATION COUNCIL (SWGEC) OPERATING PROCEDURES

Overview

The Kansas Board of Regents (KBOR) established a systemwide general education policy ([Chapter III.A.18](#)), creating a unified general education framework for students pursuing baccalaureate and transfer associate degrees across the Kansas public higher education system.

By standardizing core subjects, disciplines, and credit hours, the framework simplifies academic advising and creates a coordinated pathway to student success. The Systemwide General Education Council (SWGEC) is charged with oversight responsibility for implementing the Board's Systemwide General Education policy.

Vision

The Kansas Systemwide General Education framework aspires to prepare students for their future by providing a foundation of knowledge across academic disciplines for all majors and professional aspirations. Student general education completion within Kansas higher education will be a seamless process characterized by access, transparency, efficiency, and quality assurance.

Mission

The mission of the Systemwide General Education Council (SWGEC) is to establish and maintain the structures and processes that ensure the Kansas Systemwide General Education framework is implemented in accordance with policy, enabling seamless general education course transfer and degree completion across institutions.

Goals

The goals of the SWGEC include:

- Conduct an annual review of each institution's application of the Kansas Systemwide General Education framework, ensuring alignment with established guidelines.
- Review requests and issue recommendations to address institutional requests for specific majors to deviate from the Kansas Systemwide General Education framework, ensuring consistency (and fairness) across programs and institutions.
- Develop and maintain procedures for implementing the Kansas Systemwide General Education framework including the investigation of student and institutional complaints.
- Collaborate with the Transfer and Articulation Council (TAAC) on policies governing the student transfer process as related to completion of the Kansas Systemwide General Education framework.

Charge

Per KBOR policy, the Systemwide General Education Council shall:

(I.) Review and verify the annual submissions detailed in the Board Policy Manual, Ch. III.A. subsection 18.e.i.(1) below;

e. Reporting

i. Annual Submissions

- (1) Each Kansas public institution shall annually submit the following, which will be subject to verification from the General Education Council. Some of these elements will be published on the KBOR website:
 - (a) a list of the courses meeting the systemwide general education discipline area requirements in paragraphs 18.a.ii.(1)-(6) and the institutionally designated area in paragraph 18.a.ii.(7);
 - (b) a list of the majors in which the Board President and Chief Executive Officer has granted permission to deviate from the systemwide general education requirements; and
 - (c) a list of the majors in which the Board President and Chief Executive Officer has granted permission to continue requiring a specific general education course – and not waive such a course requirement – for a transfer student who has completed the systemwide general education or completed a systemwide general education discipline area requirement. See 2.g.v. for more information.

(2) Board Staff Report

- (a) Board staff shall submit an annual report to the Board that includes:
 - (i) a list of the majors at each Kansas public institution in which the Board President and Chief Executive Officer has granted permission to deviate from the systemwide general education requirements; and
 - (ii) a list of the majors at each Kansas public institution in which the Board President and Chief Executive Officer has granted permission to continue requiring a specific general education course – and not waive such a course requirement – for a transfer student who has completed the systemwide general education or completed a systemwide general education discipline area requirement.

ii. Other Submissions

- (1) As determined by the Board of Academic Affairs Standing Committee, Kansas public institutions shall submit a degree map for each major it offers. These are term-by-term sample course schedules that specify milestones, courses, and special requirements that are necessary for facilitating timely degree completion. The review of the degree maps will include a focus on how the systemwide general education is integrated into the maps. Additionally, an emphasis will be placed on interpreting the pathway to completion through the lens of a prospective, current, and transfer students because this tool will serve as a planning resource for all of these students; and
- (2) As needed, the General Education Council may request additional information pertaining to this policy and/or general education transfer.

(II.) Review and issue recommendations to the Board President and Chief Executive Officer when an institution submits a request to deviate from the systemwide general education requirements, as detailed in Board Policy Manual, Ch. III.A. subsection 18.c. below;

c. Request for a Major to Deviate from Systemwide General Education Requirements

i. A Kansas public institution may request that a specific major include general education requirements that deviate from the systemwide general education requirements established by this policy by submitting a request to the General Education Council. A Kansas public institution that receives approval to modify one or more requirements of the systemwide general education framework for a specific major shall use the remaining portions of the systemwide general education framework that were not included in the approved modification. The General Education Council shall issue a recommendation to approve or deny the request. The General Education Council's recommendation shall be submitted for review to the Board President and Chief Executive Officer who will determine if the request is approved or denied. Each request shall include a degree requirements sheet outlining the proposed general education requirements (disciplines, course title options, and credit hours), the major requirements (course titles and credit hours), and any other course requirements that are needed to complete the degree and shall address the following:

- (1) Identify the major for which the institution is requesting to modify the systemwide general education requirements and/or add to the systemwide general education requirements.
- (2) If requesting a modification, identify the discipline area(s) of the systemwide general education framework that the institution seeks to modify.
- (3) If requesting to add credit hours to the systemwide general education requirements, identify the addition being requested.
- (4) Identify the challenges the systemwide general education requirements create for students in this major (if, for example, it extends the time to degree beyond four years, or results in certain critical courses being left out of a major).
- (5) Identify the systemwide transfer courses that can be applied to satisfy the modified systemwide general education requirements and/or additions to the systemwide general education requirements.
- (6) Identify any accreditation and/or licensure requirements associated with this major that make it impossible to employ the systemwide general education requirements.
- (7) Detail how the institution will ensure that the potential modified general education or additional general education requirements will not create barriers to transfer students.

(III.) Investigate and act upon institutional and/or student complaints, with input from the Board President and Chief Executive Officer and/or Board, as needed, regarding the systemwide general education program requirements policy and its application to the Board's transfer and articulation policy.

(IV.) Issue guidance, with input from the Board President and Chief Executive Officer and/or Board, as needed, regarding the Board's systemwide general education requirements policy and its application to the Board's transfer and articulation policy.

(V.) Develop a procedures document to guide the Council's activities.

Communication

The Systemwide General Education Council (SWGEC) is committed to strengthening communication with all stakeholders. The KBOR website will be the main approach for dissemination of information, encompassing but not limited to:

- Kansas Systemwide General Education Framework (with disciplines and credit hours) Guidance for students;
- Master course lists updated annually for each institution; and
- Approved exceptions/extensions and deviations.

SWGEC Membership

Membership for the Systemwide General Education Council (SWGEC) is composed of one representative from each of the six state universities, four representatives from the nineteen community colleges, and one representative from Washburn University. At least one of the six representatives from the state universities and at least one of the four representatives from the community colleges must also currently serve on the Transfer and Articulation Council.

The Kansas Board of Regents Vice President for Academic Affairs appoints all nominations for membership on the council and recommends cochairs, one from the two-year sector and one from the four-year sector. Members of the SWGEC are nominated by their institution or by the Kansas Council of Instructional Administrators (KCIA) and appointed for rotating three-year terms. SWGEC ratifies the appointment of the cochairs.

Board Office Staff

The Kansas Board of Regents staff supports the Council by preparing agendas and materials for all SWGEC meetings, maintaining records and historical documents, and updating the SWGEC website.

Kansas Systemwide General Education Framework Appeal Process

The systemwide appeal process ensures fair resolution of concerns related to the Kansas Systemwide General Education Framework, both between and within system institutions. Student appeals must first be handled at the institutional level. Institutions may, on behalf of students, appeal decisions or address unresolved issues related to the application of the Kansas Systemwide General Education Framework if they are unable to resolve disagreements with other institutions.

Conditions of Appeal

These conditions are required for systemwide appeals:

- Appropriate appeal processes have been exhausted at the institution where the student is seeking to complete the Kansas Systemwide General Education framework. Visit the institution's website for information about their credit appeal process.
- The course or credit must be from a discipline or closely related discipline included in buckets one through six or related to the institution's purpose for bucket seven.
- Evidence of institutional decisions or actions inconsistent with the Kansas Systemwide General Education Framework or related KBOR policies.

To initiate the systemwide appeal process, an institution, on behalf of the student, must submit a written request to the Kansas Board of Regents Vice President for Academic Affairs. Each request must include the following:

- Written document regarding the nature of the Kansas Systemwide General Education Framework appeal, which should include information on the course in question, the relevant framework bucket, the name of the institution where the course was taken, when the course was taken, the grade earned, etc.;
- Written documentation that the appeal processes and discussions for resolution have been exhausted at the institutional level;
- Supporting documents, which could include corresponding Master Course List(s), transcripts, and/or other relevant information; and
- Rationale as to why the appeal should be supported.

Appeals Procedures

Institutions may submit appeals to the Systemwide General Education Council (SWGEC) as outlined below:

- **Institutional Appeals**
Appeals must be submitted by the institution's Chief Academic Officer (or designee) to the Kansas Board of Regents (KBOR) Vice President for Academic Affairs. The Vice President will refer the appeal to SWGEC. Appeals must be submitted within 30 calendar days of receiving notification regarding the Kansas Systemwide General Education framework application decision or other unresolved concerns.
- **Review Process & Decision**
KBOR staff will review the appeal, checking to ensure the case reflects the application of the Kansas Systemwide General Education framework and will place it on the agenda at the SWGEC's next regularly scheduled meeting, as appropriate. (If there is an issue with course equivalency, KBOR staff may consult with TAAC if necessary to confirm the appeal was submitted to the correct body and to ensure all relevant policies are considered.) SWGEC will notify all parties of its decision.
- **Further Appeal**
If the SWGEC decision is accepted, the process concludes. If the decision is not accepted by the institution, a final appeal may be submitted to the KBOR President/CEO, or designee. The President/CEO, or designee, will convene an ad hoc Appeal Subcommittee, composed of three SWGEC members. No members of the subcommittee may be from institutions involved in the appeal.
- **Final Determination**
The Appeal Subcommittee will review all relevant documentation and make a final decision to either:
 - Uphold the SWGEC decision, requiring institutions to comply, or
 - Overturn the SWGEC decision, relieving institutions from implementing it.

SWGEC TIMELINE and TASKS

SWGEC will meet monthly. The tentative annual schedule for SWGEC business will be as follows (with additional business as needed):

August	Council reviews operating procedures manual to launch the academic year.
January	Master course lists due (Date specified by VPAA in fall semester)
March	Master course lists posted on KBOR website