

**NORTH DAKOTA UNIVERSITY SYSTEM
PROCEDURES MANUAL**

Subject: ACADEMIC AFFAIRS

Effective: March 13, 2019

Procedure: 403.7.1 GERTA Inclusion, Additions, Deletions, and Changes

The Director of Academic Affairs will communicate decisions and discuss procedures with applying campuses.

The following guidelines implement SBHE Policy 403.7, relating to Common General Education Requirement and Transfer of General Education Credits.

GERTA, commonly referred to as the Gold and Silver Pages, is an academic representation of a common general education agreement that has been adopted by all institutions of the North Dakota University System as well as by other associated institutions. Additions, deletions and changes to this agreement are limited and must be made in the following manner.

I. Request for inclusion of new institutions into the GERTA:

1. Campuses requesting inclusion in the GERTA will shall submit materials to the North Dakota University System director (referred to as the “director”) through email. Materials must be submitted by March 15 to be considered for the summer change cycle (Cycle 1) or by October 15 to be considered for the winter change cycle (Cycle 2). Materials to be submitted shall include:
 - a. A letter of request stating the institution’s desire to take part in GERTA
 - b. An outline of the institution’s General Education Requirements (the institution’s Gold Page) using the following format.

General Education Area	Minimum Required Semester Hours
Communications	9
Arts & Humanities	6
Social Sciences	6
Mathematics, Science & Technology	9
Institutional Specific (must be selected from one or more of the areas above: Communications, Arts & Humanities, Social Sciences or Mathematics/Science & Technology.)	6

Total 36

- c. The list of courses (the institution’s Silver Pages) that satisfy the basic requirements listed above using the following ten subcategories:
 - A. Communications:
 1. ND:ENGL (English Example: English Composition)

2. ND:COMM (Communication Examples: Speech, Public Speaking)
- B. Arts and Humanities:
 3. ND:FA (Fine Arts Examples: Two-Dimensional Design, Band, Acting)
 5. 4. ND:HUM (Humanities Examples: Literature, Languages, Philosophy,)ND:HIST (History Example: American History). Institutions may apply ND:HIST to either Arts and Humanities or Social Science subcategories.
- C. Social Science:
 6. ND:HIST Institutions may apply ND:HIST to either Arts and Humanities or Social Science subcategories.6. ND:SS (Social Science Examples: Anthropology, Economics, Political Science Sociology, Psychology, Social Work)
- D. Mathematics, Science and/or Technology:
 7. ND:MATH (Mathematics Examples: College Algebra, Calculus I)
 8. ND:SCI (Science Example: Soil Science, Human Biology)
 9. ND:LABSC (Lab Science Example: General Biology, General Chemistry, Physical Geology. Must have a lab component.)
 10. ND:COMPSC (Computer Science Example: Introduction to Computers, Beginning COBOL.)
- d. Course syllabi for each course submitted.
2. The director shall suggest the Common Course Number equivalents for courses presented as necessary.
3. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or November 1 (Cycle 2).
4. Campus registrars shall send queries to appropriate departments and/or committees for review and comments.
5. Registrars shall return written responses with suggestions for changes to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
6. The director shall discuss the responses with the registrars and the registrars shall submit their recommendations to the director through a formal vote. The director shall consider the registrars' recommendations and forward their recommendations to the vice chancellor for academic and student affairs (referred to as the "vice chancellor"), with special notation for unanimous votes.
 - a. The vice chancellor shall advise the Academic Affairs Council (AAC) of unanimous votes of the registrars.
 - b. If the registrar's vote is not unanimous, the director shall make a recommendation to the vice chancellor who shall consult the AAC. The AAC shall make a recommendation to the vice chancellor.
7. The chancellor shall make the final decision concerning the institution's addition to GERTA and notify the director of the final decision.
8. The director shall notify registrars by email.
9. Registrars should update their bound copies of GERTA to show all changes and effective dates for the changes.
10. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

II. Request for changes to existing campus Gold Pages GERTA listings:

1. Complete a [GERTA Request Form](#) and submit electronically to the director by March 15 (Cycle 1), October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy with the additions, changes or deletions.
3. The director shall make a recommendation concerning the requests to the vice chancellor, who shall forward the information to the AAC. The AAC shall make a recommendation to the chancellor, who will make the final decision.
4. The chancellor shall notify the director of the final decision and the director will notify registrars by email.
5. Registrars should update their bound copies of GERTA to show all changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

III. Request for additions to existing campus Silver Page GERTA listings:

1. Complete a [GERTA Request Form](#) and submit electronically to director by March 15 (Cycle 1), October 15 (Cycle 2).
2. Attach an electronic copy of the course syllabus to the GERTA request form.
3. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or by November 1 (Cycle 2).
4. Campus registrars shall send queries to appropriate departments for review and comments.
5. Registrars shall return responses with suggestions for change and/or resubmission to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - a. The reason for any rejection as well as suggestions for change must be stated in writing. All concerns and questions must be forwarded to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - b. Rejections shall be forwarded to the campus requesting additions.
6. The director shall discuss the responses with the registrars and the registrars shall forward recommendations to the director through a formal vote.
7. The director shall forward the registrars' recommendations to the vice chancellor and the AAC.
 - a. The vice chancellor shall advise the AAC of unanimous votes from the registrars.
 - b. If the registrars vote is not unanimous, the proposed additions shall be forwarded to the vice chancellor and the AAC, along with a recommendation from the director. The AAC will make a recommendation about the courses to the chancellor.
8. The chancellor shall make the final decision and the director shall notify the registrars.
9. Registrars should update their bound copies to show the changes and the effective dates of the changes.
10. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

IV. Request for changes to existing campus Silver Page GERTA listings:

1. Complete a [GERTA Request Form](#) and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).

2. Extensive changes such as restructured curriculum or extensive changes to a course syllabus shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above.
3. Simple changes such as changes to the number of course credits, changes to title or changes to course number shall be controlled by the director.
4. The director shall forward these changes to the vice chancellor and the registrars by email.
5. Registrars should update their bound copies to show the changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

V. Request for deletions to the existing campus Silver Page GERTA listings:

1. Complete a [GERTA Request Form](#) and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy.
3. Deletions that will make a significant impact on the structure of GERTA (as determined by the director) shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above and require a formal vote of the registrars. Determining the level of impact will be the responsibility of the director.
4. Deletions that will not significantly impact the structure of GERTA shall be removed from GERTA by the director.
5. The director shall forward the institution's list of deleted courses to the vice chancellor and the registrars by email.
6. Registrars should update their bound copies of GERTA to reflect the change and the date of the change.
7. The director shall ensure updates to GERTA are made on the Web and in the found copies maintained by the System office.

VI. Alternative General Education Program

1. ~~The institution's Chief Academic Officer, of a participating NDUS General Education Requirement Transfer Agreement (GERTA) institution, may propose an Alternative General Education Program (AGEP), in Gold Page format, as allowed by SBHE Policy 403.7 #5.~~
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2. The AGEP must be submitted to the ND General Education Council (NDGEC) for approval. The NDGEC must ensure the AGEP meets the following criteria:
 - a. Requires at least 36 semester hours of college credit;
 - b. Satisfies all of the following LEAP Essential Learning Outcomes approved by the NDGEC, ~~which include:~~
 1. Written Communication
 2. Oral Communication,
 3. Quantitative Literacy,
 4. Critical and Creative Thinking, and
 5. Breadth of Knowledge; and
 - c. Is approved by a majority vote of the participating GERTA institutions's Registrars.

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e.d. Upholds the principles of the NDUS GERTA framework, both in terms of educational quality and ease of transferability.

3. Upon approval through a majority vote of ~~by~~ the NDGEC, the AGEP will be presented by the proposing campus to the ~~Academic~~ Academic Affairs Council who will submit a recommendation to the Chancellor to permit or deny the AGEP.
4. Upon approval by the Chancellor, the NDUS Director of Academic and Student Affairs shall notify the Registrar of each participating GERTA ~~instutuion~~ institution. The notice shall include the name of the sponsoring campus, the AGEP, and sufficient information to ensure the efficiency of credit transfer between GERTA institutions. An outline of the institution's AGEP shall be included in the institution's Gold Pages
5. A Chancellor approved AGEP shall be subject to ongoing review by the NDGEC and require reapproval ~~by~~ by the Academic Affairs Council, which will seek the advice and input of the NDGEC, during its fourth year of existence. The Chancellor may rescind the approval of an institution's AGEP ~~at any time~~.

HISTORY: Chancellor's Cabinet Meeting, June 2001
Chancellor's Cabinet Meeting, March 27, 2003
Chancellor's Cabinet Meeting, August 18, 2005
Chancellor's Cabinet Meeting, March 1, 2007
Chancellor's Cabinet Meeting, October 22, 2008
Chancellor's Cabinet Meeting, March 13, 2019