



**Morehead State University  
General Education Exchange Courses**

**Definition of an Exchange Course**

**An Exchange course:**

- 1. is required by a program (major, area, emphasis, or option).**  
Program: World Travel  
Course required: Map Reading 101 (MAP 101)  
The World Travel program wants to exchange this in the HUM I category instead of allowing its students to choose from the courses available in this category.  
\*All students in the World Travel program MUST take MAP 101.
- 2. is a course that is not a Gen Ed course, but a program wishes to have it count for Gen Ed. This one course may satisfy both a program requirement and a Gen Ed Distribution requirement for majors only. However, the credit for this course will only count once toward graduation.**  
MAP 101 is not an approved Gen Ed course. It will complete a requirement of the World Travel major and it will complete the Gen Ed HUM I requirement. It will count as 3 credit hours, not 6 credit hours, toward graduation.
- 3. is applied program-wide to all students.**  
All students in the World Travel major must take MAP 101.
- 4. is not a course substitution because it is applied at the program-level, not at the student-level.**  
MAP 101 is NOT a course substitution. All students in the World Travel program must have Map Reading 101 for the completion of their degree.
- 5. becomes the only option for completing a particular Distribution requirement in that program.**  
MAP 101 is the ONLY option for completing HUM I for the World Travel major.
- 6. will meet the Gen Ed SLOs for the Gen Ed category for which it is an exchange.**  
MAP 101 will meet the HUM I SLOs.
- 7. will assess and report data related to the Gen Ed SLOs.**  
Instructors for MAP 101 will assess and report data for HUM I SLOs.
- 8. moves with the student if they change programs.**  
If a World Travel major decides to change her major to Dentistry, the HUM I distribution course requirement would already be fulfilled by MAP 101.
- 9. Each program is allowed only two (2) exchange courses.**  
The World Travel program is allowed 2 exchanges. One of those exchanges is MAP 101 for HUM I.



### **Exchange Course Implementation Timeline**

Exchange Course Approval forms submitted to GEC	April 2011
Exchange course preliminary approval by GEC (excluding assessment information)	May 2011
Exchange course faculty/chair submit Gen Ed Distribution Course Forms (primarily description of activities to assess GenEd SLOs)	October 1, 2011
Exchange courses, including assessment descriptions, approved by GEC	Dec 16, 2011
Assessment of exchange courses begins	Spring 2012
Exchange courses finalized on curriculum maps and evaluation sheets	Fall 2012

### **Exchange Course Approval Process**

1. Requesting chair contacts granting chair to request that a specific course be used as an exchange.
2. Granting chair discusses exchange request with faculty member teaching the course. If multiple faculty teach the course, the granting chair will speak to each faculty member.
3. Faculty member(s) will be made aware that the exchange involves aligning their course with the Gen Ed SLOs.
4. Faculty member states that they have been made aware of the exchange and all processes involved in creating the exchange.
5. Granting chair makes requesting chair aware of the decision to grant the exchange or not.
6. Requesting chair then begins the paperwork to formalize the granted exchange.