

Request for Addition of Course to Passport or Uniform Certificate of General Studies Course (UCGS) Roster

(Updated 5/11/23)

The addition of course(s) to the Passport and UCGS course rosters follow a prescribed process developed by the State Committee on Transfer (SCT). Information found in this document outlines the submission process, criteria for initial review, and approval timeline. Institutional administration, faculty, or staff requesting the addition of a course must submit, to SCHEV, the included form. Both two- and four-year institutions can submit a request for course addition. Please note, the Passport and UCGS are composed of two-year courses only. It is recommended that the institutional SCT representative be consulted prior to submission.

SCHEV conducts an initial review of the addition request. The initial screening includes a confirmation that the course has gone through the Transfer Virginia development process; a review of the course description and common course learning outcomes to ensure the course content is broad in nature; and a review of course transferability. Following the initial review, the SCT evaluates the course and subsequently distributes the request to the senior institutions for faculty evaluation. Faculty evaluate the course for equivalency and application toward satisfaction of institutional general education requirements. Institutions submit their final decision to SCHEV. Institutional feedback determines whether the course will be added to the Passport and UCGS course rosters.

The outlined review process applies to Passport and UCGS Blocks II-VI only. The review timeline is as follows. Course request form is submitted to SCHEV prior to May 1st. SCHEV conducts the initial review and forwards the request to the SCT which reviews and distributes the proposal to senior institutions following the SCT's annual May meeting. Faculty at the senior institutions evaluate the course for equivalency and applicability throughout the summer and early fall. Institutions provide feedback to SCHEV no later than November 1st. Approved courses are added to the Passport and UCGS course rosters for inclusion in college catalogs the following fall semester.

Complete all Fields:

Requesting Institution: _____

Individual Completing the Form: _____

Title: _____

Email Address: _____

Phone Number: _____

Date: _____

Requested Course Offered by: FBC VCCS

Requested Course Information:

Course Prefix and Number	Two-Year Course Title	Credit Hours	Transfer VA Course Review Complete

Note: Include the course description and common course learning outcomes developed through Transfer VA in the fields below. Course description and learning outcomes are found at <https://courses.vccs.edu/courses>.

Course Description:

Common Course Learning Outcomes:

Submit Completed Form to:

Dr. Paul Smith
Senior Associate for Student Mobility Policy and Research
State Council of Higher Education for Virginia
paulsmith@schev.edu