



**UNIVERSITY OF THE PHILIPPINES
DILIMAN**

CITIZEN'S CHARTER

General Education Center (GEC)

1. Appeal for Crediting of a General Education (GE) Course (General Case)

Pursuant to Memorandum No. OVCAA-ECA 19-480 dated 6 November 2019, the University Council Committee on Student Admissions, Progress, and Graduation (UC CSAPG) affirms its resolution to delegate the authority to process appeals from students concerning GE courses to the GEC, effective the first semester of AY 2019-2020. Most of the student appeals, which pertain to the crediting of GE course/s, require the approval of the University of the Philippines Diliman General Education (UPD GE) Committee.

Office or Division:	General Education Center (GEC)
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	University of the Philippines Diliman (UPD) students
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Appeal letter

(1) Electronic Copy

Applicant / Client

Remarks:

Appeal letter with narrative and justification addressed to the General Education Center (GEC) Director endorsed by the Department Chair/Institute Director and/or Dean

2. Justification letter

(1) Electronic Copy

Agency - Division: All University of the Philippines Diliman (UPD) Academic Units - Office of the College Secretary

Remarks:

Justification letter by the College Secretary endorsed by the Dean

3. Transcript of Records or True Copy of Grades issued by the previous constituent university

(1) Electronic Copy

Agency - Division: Previous Constituent University or All University of the Philippines Diliman (UPD) Academic Units - Office of the College Secretary

Remarks:

Applicable to transferees

4. True Copy of Grades issued by the current UP Diliman college/unit

(1) Electronic Copy

Remarks:

Applicable to both transferees and shiftees

Agency - Division: All University of the Philippines Diliman
(UPD) Academic Units - Office of the College Secretary**5. Curriculum Checklist with Grades**

(1) Electronic Copy

Remarks:

Students may request from the Student Records Evaluator

Agency - Division: All University of the Philippines Diliman
(UPD) Academic Units - Office of the College Secretary**6. Syllabus of the GE/non-GE Courses to be Credited**

(1) Electronic Copy

Remarks:

Students may request from his/her department/institute or concerned GE offering unit

Agency - Division: All University of the Philippines Diliman
(UPD) Academic Units - Department/Institute or GE Offering Unit**For Situational Requirement****A. Additional letters from other concerned parties (i.e., Student Records Evaluator, program adviser, or other concerned parties)**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the appeal to the General Education Center (GEC) through the University Transactions Automated Kit (UTAK) by filling out the required information and uploading the documentary requirements Location: Online: https://utak.upd.edu.ph/ Notes/Instruction: <i>The appeal must then be endorsed online by the Student Records Evaluator, Department Chair/Institute Director, College Secretary, and Dean/Director.</i>	1.1. Receive and record the appeal endorsed by the Dean through the University Transactions Automated Kit (UTAK)	None	10 minute/s	University Research Associate II; General Education Center (GEC)
	1.2. (a) Review the accuracy of the information and the completeness of the documentary requirements; (b) Research precedent cases and/or pertinent academic rules and provisions, and prepare a preliminary evaluation report for the General Education Center (GEC) Director's consideration; and (c) If everything is in order and the appeal has a precedent		2 working day/s, 4 hour/s	University Research Associate II; General Education Center (GEC)

case, endorse it to the University of the Philippines Diliman General Education (UPD GE) Committee [c/o General Education Center (GEC) Director] through UP UTAK (Note: If additional documentary requirements are needed, revert to the requesting party through the University Transactions Automated Kit (UTAK). The speed of processing is contingent on the prompt compliance of the Requesting Party.)
1.3. Review and endorse it for submission to the University of the Philippines Diliman General Education (UPD GE) Committee [c/o General Education Center (GEC) Director] through the University Transactions Automated Kit (UTAK)
1.4. Review and endorse it for submission to the UPD GE Committee [c/o General Education Center (GEC) Director] through the University Transactions Automated Kit (UTAK)

1 working day/s	• Director; General Education Center (GEC)
1 working day/s	• University Research Associate I; Office of the Vice Chancellor for Academic Affairs (OVCAA) • Vice Chancellor for Academic Affairs; General Education Center (GEC)

	1.5. Review the appeal and prepare the remarks for submission to the University of the Philippines Diliman General Education (UPD GE) Committee [c/o General Education Center (GEC) Director] through the University Transactions Automated Kit (UTAK)		1 working day/s	University Research Associate II; General Education Center (GEC)
	1.6. Input the remarks into UP UTAK and submit the final action to the Requesting Party		1 working day/s	Director; General Education Center (GEC)
2. Receive the notice of action on the appeal Location: Student's UP Mail	2. Document the action taken regarding the appeal	None	20 minute/s	Junior Office Associate; General Education Center (GEC)
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Appeal for Crediting of a General Education (GE) Course (Special Case)

Pursuant to Memorandum No. OVCAA-ECA 19-480 dated 6 November 2019, the University Council Committee on Student Admissions, Progress, and Graduation (UC CSAPG) affirms its resolution to delegate the authority to process appeals from students concerning GE courses to the GEC, effective the first semester of AY 2019-2020. Most of the student appeals, which pertain to the crediting of General Education (GE) course/s, require the approval of the University of the Philippines Diliman (UPD) GE Committee.

Office or Division:	General Education Center (GEC)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	University of the Philippines Diliman (UPD) students	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Appeal letter (1) Electronic Copy Remarks: Appeal letter with narrative and justification addressed to the General Education Center (GEC) Director endorsed by the Department Chair/Institute Director and/or Dean Applicant / Client		
2. Justification letter (1) Electronic Copy Remarks: Justification letter by the College Secretary endorsed by the Dean Agency - Division: All University of the Philippines Diliman (UPD) Academic Units - Office of the College Secretary		
3. Transcript of Records or True Copy of Grades issued by the previous constituent university (1) Electronic Copy Remarks: Applicable to transferees Agency - Division: Previous Constituent University or All University of the Philippines Diliman (UPD) Academic Units - Office of the College Secretary		
4. True Copy of Grades issued by the current UP Diliman college/unit (1) Electronic Copy Remarks: Agency - Division: All University of the Philippines Diliman (UPD) Academic Units - Office of the College Secretary		

Applicable to both transferees and shiftees

5. Curriculum Checklist with Grades

(1) Electronic Copy

Remarks:

Students may request from the Student Records Evaluator

Agency - Division: All University of the Philippines Diliman
(UPD) Academic Units - Office of the College Secretary

6. Syllabus of the GE/non-GE Courses to be Credited

(1) Electronic Copy

Remarks:

Students may request from his/her department/institute or
concerned GE offering nit

Agency - Division: All University of the Philippines Diliman
(UPD) Academic Units - Department/Institute or GE Offering
Unit

For Situational Requirement

A. Additional letters from other concerned parties (i.e., Student Records Evaluator, program adviser, or other concerned parties)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the appeal to the General Education Center (GEC) through the University Transactions Automated Kit (UTAK) by filling out the required information and uploading the documentary requirements Location: Online: https://utak.upd.edu.ph/ Notes/Instruction: <i>The appeal must then be endorsed online by the Student Records Evaluator, Department Chair/Institute Director, College Secretary, and Dean/Director.</i>	1.1. Receive and record the appeal endorsed by the Dean through the University Transactions Automated Kit (UTAK)	None	10 minute/s	University Research Associate II; General Education Center (GEC)
	1.2. (a) Review the accuracy of the information and the completeness of the documentary requirements; (b) Research precedent cases and/or pertinent academic rules and provisions, and prepare a preliminary evaluation report for the General Education Center (GEC) Director's consideration; and (c) If there is no precedent case, refer it to the concerned General Education (GE) Offering Unit for preliminary evaluation through the University Transactions Automated Kit (UTAK)		2 working day/s, 4 hour/s	University Research Associate II; General Education Center (GEC)

1.3. Review and endorse it to concerned General Education (GE) Offering Unit for preliminary evaluation through the University Transactions Automated Kit (UTAK)	1 working day/s	Director; General Education Center (GEC)
1.4. Review and endorse it to concerned General Education (GE) Offering Unit for preliminary evaluation through the University Transactions Automated Kit (UTAK)	1 working day/s	- University Research Associate I; Office of the Vice Chancellor for Academic Affairs (OVCAA) - Vice Chancellor for Academic Affairs; Office of the Vice Chancellor for Academic Affairs (OVCAA)
1.5. Review the appeal and its supporting documents, and prepare a preliminary evaluation along with a recommendation [Note: The speed of processing is contingent on the General Education (GE) Offering Unit head/s. Some of them make decisions through meetings, which may cause delays in processing.]	6 working day/s	GE Offering Unit Head; Any of requesting office / division
1.6. Receive the General Education (GE) Offering Unit's response and schedule a University of the Philippines Diliman General Education (UPD GE) Committee meeting to deliberate on the appeal [Note: There is no regular University of the Philippines Diliman General Education	5 working day/s	University Research Associate II; General Education Center (GEC)

	(UPD GE) Committee meeting; it is scheduled as needed. The difficulty in securing the required quorum may cause delays in convening a meeting.]			
	1.7. Review and deliberate on the appeal to determine the final action		4 hour/s	UP Diliman GE Committee; General Education Center (GEC)
	1.8. Prepare the remarks based on the University of the Philippines Diliman General Education (UPD GE) Committee's decision for General Education Center (GEC) Director's consideration		1 working day/s	University Research Associate II; General Education Center (GEC)
	1.9. Input the remarks into the University Transactions Automated Kit (UTAK) and submit the final action to the Requesting Party		1 working day/s	Director; General Education Center (GEC)
2. Receive the UP Diliman GE Committee's decision through UP Mail Location: Student's UP Mail Notes/Instruction: <i>Students need to coordinate the UPD GE Committee's decision with the Student Records Evaluator</i>	2. Document the action taken regarding the appeal	None	20 minute/s	Junior Office Associate; General Education Center (GEC)
Total Processing Time:		Working Days: 18 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. General Education Center

The General Education Center (GEC) provides support to colleges or units in the development of concepts, pedagogies, materials, and all resources pertaining to GE courses.

It supports the interdisciplinary nature of the GE courses by coordinating with and among the faculty members from various academic units who can teach each course; compiles and disseminates GE instructional materials, in coordination with ILC and UL; and plans and conducts workshops and training programs to enhance GE teaching in coordination with OAT. It also consolidates the review and evaluation of the GE program and the GE courses, and supports GE-related research projects. Furthermore, the GEC provides support to colleges or units in the development of concepts, pedagogies, materials and all resources pertaining to GE courses.

In helping achieve OVCAA's mandate, GEC's banner goal is to create "*convergence*."

Director: **Dr. Anna Sibayan-Sarmiento**
Associate Professor, College of Arts and Letters

Type of Service: Internal

1. Request for a copy of the GE course syllabus

A UPD academic unit or faculty member may request a copy of the GE course syllabus, approved by the UP Office of the President, for teaching and other academic purposes.

Office or Division:	General Education Center (GEC)			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	UPD Academic Units and Faculty			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document to the GEC via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required document via email	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review and approve the request	None	30 Minutes	<i>University Research Associate II</i> <i>Director</i>

				GEC
	1.2 Prepare a copy of the syllabus and the transmittal email, for approval of the GEC Director	None	1 Hour	<i>University Research Associate II</i> <i>Director GEC</i>
2. Receive a copy of requested syllabus via email	2. Release a copy of the syllabus via email	None	15 Minutes	<i>Releasing personnel GEC</i>
TOTAL:		None	2 Hours	

2. Request for approval of GE course proposal (Institution)

Pursuant to Memorandum No. OVCAA-ECA 17-052, OVPAA Memorandum No. 2017-78, Memorandum No. PDLC 18-27, and Memorandum No. PDLC 18-47, only reconfigured, revised, or newly instituted GE courses based on the new UP GE Framework, can be offered starting the First Semester of AY 2018–2019. In line with the implementation of the UP Diliman 2017 GE Program, academic units are required to seek approval for their GE course proposals before offering them to students.

Office or Division:	General Education Center (GEC)		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government		
Who may avail:	UPD Academic Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished OVPAA-Curr-Form 3.0 (GE course proposal template) with endorsements from the following: - College Academic Affairs Committee or College Executive Board - College Assembly/Council or Graduate Council		Requesting Party (Proponent) <i>Note: GE Course Proposal Templates are available at the GEC website</i>	
2. Request letter for approval of proposal to institute a GE course endorsed by the Dean		Requesting Party (Proponent)	
3. Presentation of the GE course proposal for the meetings of the following: - UPD GE Cluster Committee - UPD GE Committee - UPD Curriculum Committee - System GE Council - President Advisory Council		Requesting Party (Proponent)	
4. Serves as a resource person during the presentation of the GE course proposal at the University Council and Board of Regents meetings		Requesting Party (Proponent)	
5. Works on the necessary revisions to the GE course proposal based on the comments		Requesting Party (Proponent)	

and suggestions of the Committees/ Councils, if needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GEC, with complete endorsements from the unit level and the UPD GE Cluster Committee via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required documents with complete endorsements from the unit level and the UPD GE Cluster Committee	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Include the proposal in the agenda of the next UPD GE Committee meeting for discussion 1.2 Review the format, accuracy, and completeness of the information in the GE course proposal <i>Note: If revisions are needed, return the documents to the Requesting Party. The speed of processing will depend on the promptness of their compliance.</i>	None	1 Day <i>Note: There is no regular UPD GE Committee meeting; it is scheduled as needed. The difficulty in securing the required quorum may cause delays in convening a meeting.</i>	<i>UPD GE Committee Secretariat</i> GEC
2. Present the GE course proposal at the UPD GE Committee meeting	2. Review and deliberate on the GE course proposal	None	4 Hours	<i>UPD GE Committee</i>
	3. If everything is in order, prepare an endorsement letter to the UPD UC Curriculum Committee, to be signed by the GEC Director and VCAA 3.1 Sign the endorsement letter and release to OUR	None	1 Day	<i>Junior Office Associate</i> <i>Director</i> GEC

	<i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC Curriculum Committee.			
	4. Receive and record the document 4.1 Include the proposal in the agenda of the next UPD UC Curriculum Committee meeting, for discussion	None	4 Hours	Receiving personnel OUR
5. Present the GE course proposal at the UPD UC Curriculum Committee meeting	5. Review and deliberate on the GE course proposal 5.1. If everything is in order, refer it to the OVCAA through the GEC <i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the OVCAA through the GEC	None	1 Day <i>Note:</i> The meeting schedule may cause delays in processing time.	UPD UC Curriculum Committee
	6. Receive and record the document 6.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA 6.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor 6.3 Release to the OVCAA	None	1 Day	Receiving personnel Junior Office Associate Director GEC
	7. Receive and record the document 7.1 Review and sign the endorsement letter to the Chancellor 7.2 Release to the OC	None	4 Hours	Receiving personnel University Research Associate I VCAA OVCAA

	8. Receive and record the document 8.1 Finalize the endorsement letter for Chancellor's signature 8.2 Release to the OVPAA	None	1 Day	<i>Receiving personnel</i> <i>OC staff</i> <i>Chancellor</i> <i>OC</i>
	9. Receive and record the document 9.1 Include the proposal in the agenda of the next System GE Council meeting for discussion	None	4 Hours	<i>Receiving personnel</i> <i>OVPA</i>
10. Present the GE course proposal during the System GE Council meeting	10. Review and deliberate on the GE course proposal	None	4 Hours <i>Note:</i> <i>The meeting schedule may cause delays in processing time.</i>	System GE Council
	10.1 If everything is in order, prepare an endorsement letter to the President's Advisory Council 10.2 Sign the endorsement letter and release to the President's Advisory Council <i>Note:</i> <i>If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the President's Advisory Council</i>	None	1 Day	<i>Staff</i> <i>VPAA</i> <i>OVPA</i>
	11. Receive and record the document 11.1. Include the proposal in the agenda of the next President's Advisory Council meeting for discussion	None	4 Hours	<i>Receiving personnel</i> <i>OP</i>
12. Serve as a resource person during the	12. Review and deliberate on the GE course proposal	None	4 Hours	President Advisory Council

presentation of the GE course proposal at the President's Advisory Council meeting			<i>Note: The meeting schedule may cause delays in processing time.</i>	
	12.1 If everything is in order, the President will endorse it to the UPD UC 12.2 Release to the OUR <i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC</i>	None	1 Day	<i>Staff</i> <i>President</i> OP
	13. Receive and record the document 13.1 Include in the agenda of the next UPD UC meeting for discussion	None	4 Hours	<i>UCSS</i> OUR
14. Serve as a resource person during the presentation of the GE course proposal at the UPD UC meeting	14. Review and deliberate on the GE course proposal 14.1 If everything is in order, refer the GE course proposal to the OVCAA through the GEC <i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, refer it to the OVCAA through the GEC.</i>	None	1 Day <i>Note: The meeting schedule may cause delays in processing time.</i>	UPD UC
	15. Receive and record the document 15.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA 15.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor	None	1 Day	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC

	15.3 Release to the OVCAA			
	16. Receive and record the document 16.1 Review and sign the endorsement letter to the Chancellor 16.2 Release to the OC	None	1 Day	<i>Receiving personnel</i> <i>University Research Associate I</i> VCAA OVCAA
	17. Receive and record the document 17.1 Finalize the endorsement letter for Chancellor's signature 17.2 Release to the OVCAA	None	1 Day	<i>Receiving personnel</i> <i>Chancellor</i> OC
	18. Receive and record the document 18.1 Review the GE course proposal and prepare an endorsement letter to the BOR 18.2 Release to the OSU	None	1 Day	<i>Receiving personnel</i> VPAA OVCAA
	19. Receive and record the document 19.1 Include the proposal in the agenda of the next BOR meeting for discussion	None	4 Hours	<i>Receiving personnel</i> OSU
20. Serve as a resource person during the presentation of the GE course proposal at the BOR meeting	20. Review and deliberate on the GE course proposal 20.1 Refer the BOR-approved GE course proposal to the OSU	None	1 Day <i>Note: The meeting schedule may cause delays in processing time.</i>	Board of Regents
	21. Review and record the document 21.1 Reflect the BOR decision on the GE course syllabus 21.2 Release to the UPD OC	None	1 Day	<i>Receiving personnel</i> OSU

	22. Receive and record the document 22.1 Furnish the OUR, OVCAA and GEC with e-copy of the document	None	4 Hours	<i>Receiving personnel</i> OC
23. Receive a copy of the BOR-approved GE course syllabus	23. Receive and record the document 23.1 Prepare a transmittal email to the Requesting Party, for GEC Director's consideration 16.2 Release to the Requesting Party	None	4 Hours	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC
TOTAL:		None	19 Days, 4 Hours and 15 Minutes	

3. Request for approval of GE course proposal (Revision)

Pursuant to Memorandum No. OVCAA-ECA 17-052, OVPAA Memorandum No. 2017-78, Memorandum No. PDLIC 18-27, and Memorandum No. PDLIC 18-47, only reconfigured, revised, or newly instituted GE courses based on the new UP GE Framework can be offered starting the First Semester of AY 2018–2019. In line with the implementation of the UP Diliman 2017 GE Program, academic units are required to seek approval for their GE course proposals before offering them to students.

Office or Division:	General Education Center (GEC)		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government		
Who may avail:	UPD Academic Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished OVPAA-Curr-Form 3.0 (GE course proposal template) with endorsements from the following: - College Academic Affairs Committee or College Executive Board - College Assembly/Council or Graduate Council		Requesting Party (Proponent) <i>Note: GE Course Proposal Templates are available at the GEC website</i>	
2. Request letter for approval of proposal to institute a GE course endorsed by the Dean		Requesting Party (Proponent)	
3. Presentation of the GE course proposal for the meetings of the following: - UPD GE Cluster Committee - UPD GE Committee - UPD Curriculum Committee		Requesting Party (Proponent)	

- System GE Council - President Advisory Council 4. Serves as a resource person during the presentation of the GE course proposal at the University Council and Board of Regents meetings 5. Works on the necessary revisions to the GE course proposal based on the comments and suggestions of the Committees/ Councils, if needed		Requesting Party (Proponent)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GEC, with complete endorsements from the unit level and the UPD GE Cluster Committee via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required documents with complete endorsements from the unit level and the UPD GE Cluster Committee	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Include the proposal in the agenda of the next UPD GE Committee meeting for discussion 1.2 Review the format, accuracy, and completeness of the information in the GE course proposal <i>Note: If revisions are needed, return the documents to the Requesting Party. The speed of processing will depend on the promptness of their compliance.</i>	None	1 Day <i>Note: There is no regular UPD GE Committee meeting; it is scheduled as needed. The difficulty in securing the required quorum may cause delays in convening a meeting.</i>	<i>UPD GE Committee Secretariat</i> GEC
2. Present the GE course proposal at the UPD GE Committee meeting	2. Review and deliberate on the GE course proposal	None	4 Hours	<i>UPD GE Committee</i>
	3. If everything is in order, prepare an endorsement	None	1 Day	<i>Junior Office Associate</i>

	letter to the UPD UC Curriculum Committee, to be signed by the GEC Director and VCAA 3.1 Sign the endorsement letter and release to OUR <i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC Curriculum Committee.</i>			<i>Director GEC</i>
	4. Receive and record the document 4.1 Include the proposal in the agenda of the next UPD UC Curriculum Committee meeting for discussion	None	4 Hours	<i>Receiving personnel OUR</i>
5. Present the GE course proposal at the UPD UC Curriculum Committee meeting	5. Review and deliberate the GE course proposal 5.1. If everything is in order, refer it to the OVCAA through the GEC <i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the OVCAA through the GEC</i>	None	1 Day <i>Note: The meeting schedule may cause delays in processing time.</i>	UPD UC Curriculum Committee
	6. Receive and record the document 6.1 Prepare an endorsement letter to the OC to be signed by the GEC Director and VCAA 6.2 Prepare a draft endorsement letter to the OVPAA, to be signed by the Chancellor 6.3 Release to the OVCAA	None	1 Day	<i>Receiving personnel Junior Office Associate</i> <i>Director GEC</i>

	7. Receive and record the document 7.1 Review and sign the endorsement letter to the Chancellor 7.2 Release to the OC	None	4 Hours	<i>Receiving personnel</i> <i>University Research Associate I</i> VCAA OVCAA
	8. Receive and record the document 8.1 Finalize the endorsement letter for Chancellor's signature 8.2 Release to the OVPAA	None	1 Day	<i>Receiving personnel</i> <i>OC staff</i> <i>Chancellor</i> OC
	9. Receive and record the document 9.1 Include in the agenda of the next System GE Council meeting for discussion	None	4 Hours	<i>Receiving personnel</i> OVPAA
10. Present the GE course proposal during the System GE Council meeting	10. Review and deliberate on the GE course proposal	None	4 Hours <i>Note: The meeting schedule may cause delays in processing time.</i>	System GE Council
	10.1 If everything is in order, prepare an endorsement letter to the UPD UC 10.2 Sign the endorsement letter and release to the OUR <i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC</i>	None	1 Day	<i>Staff</i> VPAA OVPA
	11. Receive and record the document	None	4 Hours	UCSS OUR

	11.1 Include the proposal in the agenda of the next UPD UC meeting for discussion			
12. Serve as a resource person during the presentation of the GE course proposal at the UPD UC meeting	12. Review and deliberate on the GE course proposal 12.1 If everything is in order, refer the GE course proposal to the OVCAA through the GEC <i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, refer it to the OVCAA through the GEC.	None	1 Day <i>Note:</i> The meeting schedule may cause delays in processing time.	UPD UC
	13. Receive and record the document 13.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA 13.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor 13.3 Release to the OVCAA	None	1 Day	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC
	14. Receive and record the document 14.1 Review and sign the endorsement letter to the Chancellor 14.2 Release to the OC	None	1 Day	<i>Receiving personnel</i> <i>University Research Associate I</i> VCAA OVCAA
	15. Receive and record the document 15.1 Finalize the endorsement letter for Chancellor's signature 15.2 Release to the OVCAA	None	1 Day	<i>Receiving personnel</i> <i>Chancellor</i> OC
	16. Receive and record the document	None	1 Day	<i>Receiving personnel</i> VPAA OVCAA

	16.1 Review the GE course proposal and prepare an endorsement letter to the University President 16.2 Release to the OP			
	17. Receive and record the document 17.1 Review the GE course proposal 17.2 If everything is in order, approve the GE course syllabus 17.3 Release to OSU	None	1 Day	<i>Receiving personnel</i> <i>Staff</i> <i>University President</i> OP
	18. Review and record the document 18.1 Reflect the University President's decision on the GE course syllabus 18.2 Release to the UPD OC	None	1 Day	<i>Receiving personnel</i> OSU
	19. Receive and record the document 19.1 Furnish the OUR, OVCAA and GEC with e-copy of the document	None	4 Hours	<i>Receiving personnel</i> OC
20. Receive a copy of the BOR-approved GE course syllabus	20. Receive and record the document 20.1 Prepare a transmittal email to the Requesting Party, for GEC Director's consideration 20.2 Release to the Requesting Party	None	4 Hours	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC
TOTAL:		None	17 Days and 15 Minutes	