Faculty Senate General Education Committee
Subcommittee on Transfer Courses

Bylaw Procedures
(Accepted: October 10th, 2006. Revised: November 6th, 2007)

1. Authority
   1.1 The committee functions under authority of the UNLV Faculty Senate General
       Education Committee.

2. Membership
   2.1 Membership consists of a minimum of five advisors from different college advising
       centers, and one representative from the Registrar’s office.
   2.2 The Subcommittee Chair shall be appointed by, and report directly to, the GEC Chair.

3. General Functions
   3.1 The subcommittee shall review student appeals for a transfer course to be approved to
       fill either the multicultural/international requirement at UNLV, and provide
       recommendations to the GEC.
   3.2 The subcommittee may also make unofficial recommendations to department chairs
       to submit courses that may fulfill the multicultural/international requirement to the
       GEC.

4. Operational Procedures
   4.1 Meetings are scheduled by the subcommittee Chair on a regular basis during the
       calendar year.
   4.2 Members who are unable to attend a meeting shall send a proxy.
   4.3 A quorum shall consist of 5 members.
   4.4 A simple majority vote of the quorum is required for action.
   4.5 The Subcommittee Chair submits a report of petition recommendations to the GEC
       Chair for review.

5. General Business
   5.1 Petitions are forwarded to the Subcommittee Chair by the faculty senate office.
   5.2 The Subcommittee considers individual petitions in a timely manner.
   5.3 Decisions on petitions are forwarded electronically by the Subcommittee Chair to the
       GEC Chair, who reviews them on behalf of the GEC.
   5.4 After the GEC Chair’s approval, the petitions are signed by the subcommittee chair
       and forwarded to the faculty senate office.
   5.5 The Transfer Director will then ensure the results are articulated in SIS/DARS.