

## Processing Program and Course Proposals

### Forms:

Course Proposal Form, Program Proposal Form and General Education Course Proposal Form are available on the Dean of the College's website at:

[http://www.geneseo.edu/dean\\_office/curriculum\\_proposal\\_forms](http://www.geneseo.edu/dean_office/curriculum_proposal_forms)

Forms **must be submitted electronically**. These forms are MS Word documents. Click in table cells to type. Cells will adjust automatically to accommodate entered text.

### Instructions:

#### A.) Course Proposals

- 1.) Complete Form Q. Save this file using a title in the following format: prefix\_number. Your "prefix" is the four-letter abbreviation of your program. For example, a proposal to revise English 315 should be titled ENGL\_315.doc.
- 2.) Attach the saved file to an email message addressed to [iyer@geneseo.edu](mailto:iyer@geneseo.edu). Put the appropriate words UCC/GCC Course Proposal in the subject line of your email.
- 3.) Guide syllabi should be saved using a title in the following format: prefix\_number\_syllabus. For example, the Guide Syllabus for English 315 should be titled ENGL\_315\_syllabus.doc.

#### B.) Program Proposals

- 1.) Complete Form O. Save this file using a title in the following format: prefix\_degree\_proposal. Your "prefix" is the four-letter abbreviation of your program. For example, a proposal to revise the B.A. program in Chemistry should be titled CHEM\_BA\_proposal.doc.
- 2.) Attach the saved file to an email message addressed to [iyer@geneseo.edu](mailto:iyer@geneseo.edu). Put the appropriate words UCC/GCC Program Proposal in the subject line of your email.

#### C.) General Education Course Proposals

- 1.) Complete Form S. Save this file using a title in the following format: prefix\_number\_gened. Your "prefix" is the four-letter abbreviation of your program. For example, a proposal to include ANTH 100 in the Social Science Core Area should be titled ANTH\_100\_gened.doc
- 2.) Attach the saved file to an email addressed to [iyer@geneseo.edu](mailto:iyer@geneseo.edu). Put the words GenEd Course Proposal in the subject line of your email.

### III.) Program and Course Proposal College processing:

- 1.) The Office of the Dean of the College reviews the submitted proposals for administrative issues and releases them for UCC or GCC deliberation.
- 2.) The Office of the Dean of the College then notifies the appropriate committee chair and forwards the proposals electronically to committee members and to the chair of the academic department submitting the proposal.
- 3.) Upon GCC/UCC approval the Office of the Dean of the College will post the proposals as pdf documents on the College Senate website.

#### **IV.) General Education Course processing:**

- 1.) The Office of the Dean of the College reviews the submitted proposals for administrative issues and releases them to the appropriate General Education Area (Core) committee for deliberation.
- 2.) Upon General Education Area Committee approval, the chair of the committee signs Form S and forwards it to the Office of the Dean of the College.
- 3.) The Office of the Dean of the College then notifies the UCC chair and forwards the proposals electronically to committee members and to the chair of the academic department submitting the proposal.
- 4.) Upon UCC approval the Office of the Dean of the College will post the proposal as a pdf document on the College Senate website.