**General Education Course Proposal Form**

(Please submit as Word document to the **Office of the Provost**)

**Instructions:** Click in table cells to type; cells will adjust automatically to accommodate entered text. Please give this file a title in the following format: **prefix\_number\_gened.docx.** For example, a proposal to revise SOCL 100 for Social Science Core should be titled **SOCL\_100\_gened**. Attach the saved file to an email addressed to **blood@geneseo.edu****.** Put the words **UCC Gen Ed Course Proposal** in the subject line of your email.

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| --- | --- |
| **Course Subject,Number & Title:** |  |
| **Department:** |  |
| **\*\*Number of courses allowed as a maximum for General Education from this department:** |  | **Number of courses offered thus far for General Education credit by this department:** |  |
| \*\*Note: No more than 1/3 of the courses offered by a dept (i.e., those listed in current Bulletin) may have General Education designation. Please call the Office of the Dean (5541) if you have questions about this policy. |
| **Departmental Approval** (type date of approval in space at right): |  |
| **Date of Submission:** |  |
| **Contact Name:** |  |
| **Contact Email:** |  |
| **Planned fall semester proposed change would become effective:**(Note: All changes are effective Fall semesters only. Changes will be entered into the system in the summer and may not be ready before Advance Registration in the spring.) | Fall 20\_\_\_\_\_ |

**General Education Area (check all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mathematics (R/) |  | Basic Communication |
|  | Natural Sciences (N/) |  | Social Sciences (S/) |
|  | The Arts (F/) |  | American History (U/) |
|  | Other World Civilizations (M/) |  | Foreign Language (L/) |
|  | Western Civilization |  | Humanities |

**Staffing requirements**

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| List the names of those adequately prepared to teach the course: |
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**Rationale for Proposal**

 In the space below, provide a rationale, including a more detailed account of precisely why this course is appropriate for General Education credit in the proposed area (state clearly how it satisfies the learning outcomes stated for this particular area of General Education—see http://www.geneseo.edu/gened/about-general-education-geneseo).

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**Evaluation Procedures**

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**Information needed for SUNY approval State University General Education Requirement:**

**I. Campus.**

State University of New York College at Geneseo

**II. Campus Contact Person.**

Dr. Melanie Blood

Associate Provost for Assessment and Curriculum

Erwin Hall 106

SUNY Geneseo

One College Circle

Geneseo, NY 14454

**III. Course Tab**

1. **Course Details**

|  |  |
| --- | --- |
| **Prefix, Course Number, Title:** |  |
| **# of credits:** |  |
| **Course Description:**  |  |

1. **Is this course also listed under another discipline? \_\_\_Y \_\_\_N If yes, identify additional course information:**

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**IV. SUNY-GER Category/Categories.**

**[Enter the subject category or categories for which the course(s) have received local approval.]**

1. Does this course \_\_\_ fully or \_\_\_ partially satisfy the general education category?
2. If PARTIALLY, identify additional components which complete the general education category.

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1. For an existing course that’s being revised to count for Gen Ed, have the student learning outcomes changed to meet the general education category requirements? \_\_\_Y \_\_\_N \_\_N/A
2. If YES, enter year and term of course change.

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1. If category is Basic Communication, does this course fulfill \_\_\_ oral or \_\_\_ written skills?

**V. Student Learning Outcomes.**

**[The purpose of this section is to provide greater specification to the catalog description so that the course can be reviewed in terms of System guidelines.]**

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**VI. Topical Outline.**

**[The purpose of this section is to provide greater specification to the catalog description so that the course can be reviewed in terms of System guidelines.]**

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**VII. List of Sample Readings.**

**[The purpose of this section is to provide greater specification to the catalog description so that the course can be reviewed in terms of System guidelines.]**

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**VIII. Please include any additional comments relevant to course approval.**

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| ***This section for Office Use Only.***Core designation: \_\_\_Approved \_\_\_Denied Please provide below an explanation for your decision:Chair of Core Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Associate Provost for Assessment and Curriculum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 (Revised 23 August 2019)