

General Education Course Proposal
New Courses, Course Revisions and Course Deletions

Course (new or existing):

Subject	Catalog No.	Title	Units
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Department: _____ **College:** _____

GE Category (Check one category only):

Foundation: A1 ; A2 ; A3 ; B4
Breadth: B1 ; B2 ; C1 ; C2 ; D ; E
Integration: IB ; IC ; ID ; International/Multicultural: MI

Check one of the following:

Propose a new course _____; New courses require an Undergraduate Course Proposal form (via Bizflow) in addition to this form.

Revise an existing course _____; Revised courses require an Undergraduate Course Change Request form (via Bizflow) in addition to this form.

Delete an existing course from GE _____; Course deletion from GE only requires this form (if you checked this box, do not complete the following).

Proposed catalog description: List prerequisites, limitations, and lecture/lab hours. Provide a course description; this **MUST BE** limited to 40 words. Indicate former course number if necessary, e.g. (Formerly BIOL 105).

Enrollment limit per section (check GE program class size limitations in [APM 215](#)): _____

Expected number of sections per semester: Year 1 _____; **Year 2** _____

Attachments:

1. A justification of how the course meets the specific [GE requirements](#).
2. Any additional operating money and/or instructional equipment required beyond present levels, or any other special cost factors associated with this course.
3. A typical [syllabus](#) for the course that incorporates all components of the current undergraduate course template, and that includes elements common to all sections of the course, identifying content, learning outcomes, required student activities, grading policy, required and recommended texts and readings, and an approximate schedule for the course. Required student activities include but are not limited to papers, research projects, homework, laboratory and/or studio performance, recitations, participation, attendance, and exams. The syllabus must also include the specific writing or performance requirements that comply with GE Policies and the [GE Writing Requirements](#) in [APM 215](#) (e.g. typical paper assignments, research projects or performance requirements).
4. A plan for assessing the [Student Learning Outcomes](#) for the appropriate GE area, including the student work to be evaluated and the rubric or standardized method by which the work will be evaluated.

After you complete this form, submit it via Bizflow