General Education Course Proposal, 2013-14 to present
New Courses and Revisions to Existing Courses

Proposed Course: _____ _____ _____ _____
Subject **Catalog No.** **Title** **Units**

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 the following as necessary: Existing Course___Revised Course___ New Course___
Course Included in Current GE Program____

New courses require an Undergraduate Course Proposal (through Bizflow) in addition to this form.
Revised courses require an Undergraduate Course Change Request (through Bizflow) in addition to this form.

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 (item 4 above).
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.**
5. Before submission to the GE committee, the signed approval of the department(s), college or school curriculum committee, and the college or school Dean, below:

Approval for Inclusion in General Education

Department Chair	Date	College Curriculum Committee	Date
College Dean	Date	General Education Subcommittee	Date
Vice Provost	Date	**Forward Original and one copy to:** **Dean of Undergraduate Studies, M/S ML 54**	