**Instructions: Procedures for** **General Education Proposal Submission (from APM 215).**

General Education (GE) course proposals should include the following:

[**General Education Course Proposal Form**](file:///L:\UGS-F\Dr.%20Fu\GE\GE%20Templates\GE%20Proposal%20Form%20Approved%2010.14.16.pdf)

* 1. A title.
  2. A brief description (catalog entry).
  3. Any prerequisites (including those required by the GE Program).
  4. A justification of the course as meeting the goals, criteria, specifications and learning outcomes of GE as outlined in the Program Description document (Areas A-E as required), as well as the applicable sections of Policies for Inclusion and Evaluation of General Education Courses (detailed in the General Education Policies document). Integration courses require an explanation of the manner in which the course integrates area and subarea goals and learning outcomes.
  5. Frequency of course offering.
  6. Additional operating money required beyond present levels.
  7. Additional instructional equipment required.
  8. A course syllabus for each section taught that should include all required elements from the University syllabus templates.
  9. Specific writing or performance requirements that comply with GE Policies and the GE Writing Requirements document (e.g. typical paper assignments, research projects or performance requirements).
  10. 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.
  11. The approval of the Departments involved, of the School or College curriculum committee(s), and of the School or College Dean(s).