

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

**Course (new or existing):**

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     ;F

Integration: IB     ; IC     ; ID

**Check one of the following:**

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

**Revise an existing course** ; Revised courses require an Undergraduate Course Change Request form (via OnBase) 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).

**After you complete this form, submit it via OnBase**