**GENERAL EDUCATION DESIGNATION CHANGE FOR EXISTING COURSE FORM**

*(Rev* ***Spring 2020****)*

*Note: This form is for existing courses. If you are developing a new course that also requests General Education Designation, please use the* ***New Course Proposal Form.***

**I. Course information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course prefix and number: |  | | Prerequisites: |  |
| Title of Course: |  | | Cross-listings: |  |
| Proposer(s): | |  | Grading: (Regular or P/NC) |  |
| Course instructor | |  | Available off-campus? (Y or N) |  |

**II. Requested General Education Curriculum designations.**

Please indicate (by marking with an “X”) the General Education Designation(s) proposed for the course.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arts (A) |  | Foreign Language (F) |  | Writing (W) |  |
| Humanities (H) |  | Gender (G) |  | Quantitative Reasoning (Q) |  |
| Natural Sciences (N) |  | Race & Ethnicity (D) |  | Oral Communication (O) |  |
| Social Sciences (S) |  | Civic Engagement (C) |  | Research (R) |  |
| International (I) |  | Physical Fitness and Health (P) |  | Major Project (M) |  |

*Notes:*

* *Courses in the General Education core areas (A, H, N, S, I, or F) may also carry a single skills designation*

*(Q, W, O or R) and/or Gender (G) or Race and Ethnicity designation (D).*

* *A course may not carry both G and D credit.*
* *A course may not carry both D and I credit.*
* *No course may carry more than three designations.*

Requested applicability:

□ immediately – course in progress using attached syllabus

□ next time course is offered (Year and term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ retroactive to last time offered, year and term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide rationale)

|  |
| --- |
| **III. Rationale for Requested General Education designation:** |
|  |
| **IV. Are there already General Education designations attached to this course? \_\_\_\_\_ Yes \_\_\_\_\_ No**  **If yes, which one(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If yes, does the requested General Education designation replace or add to the existing General Education designation?**  **\_\_\_\_\_replace \_\_\_\_\_\_add** |

**V. Approvals:**

Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures of all Full-Time Department members (**On-campus and Online/Distance Faculty).

(Please **type** the names of all full-time members in your department, in addition to acquiring their signatures**.**

E-signatures are acceptable**)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(typed name) (signature)**

**Instructions for submitting materials**:

Existing courses that are requesting **General Education Credit** should be submitted to the Chair of the GEAPC. (The GEAPC evaluates proposals for General Education Credit.)

* **Please submit the following in a single file (Word or PDF) to the Chair of the GEAPC, at least 48 hours prior to the committee meeting.** 
  1. This **proposal form** that includes clear rationale for the requested GenEd credit. This proposal form must include signatures (along with typed names of each signature) for ALL full-time members of your department, along with signatures of any other faculty affected by the course.
  2. A detailed **syllabus** that clearly demonstrates (through readings, assignments, feedback opportunities and other activities) how the content is developed throughout the course.
* Although many courses submitted for General Education credit are still under development, faculty should endeavor to provide a large sample of likely readings and carefully describe how the course addresses the desired Gen Ed credit. This needs to be clear in both the proposal form and in the syllabus.
* Faculty requesting a “skills” designation should provide details on how the skill is built and how feedback is provided at multiple points in the semester (and not solely demonstrated in a final project). This needs to be clear in both the proposal form and in the syllabus.
* Please consult the Revised “General Education Requirements and Guidelines” (revised 2020) for a complete description of the information requested on this form.