GENERAL EDUCATION DESIGNATION CHANGE FOR EXISTING COURSE FORM

*(Rev* ***Fall 2024****)*

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

# Course information:

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

# Designations:

## Current designations

Are there already General Education designations attached to this course?  Yes  No

If yes, which designation(s)? Click or tap here to enter text.

If yes, does the requested General Education designation replace or add to the existing General Education designation? Click or tap here to enter text.

## Requested General Education Curriculum designations (last catalog year 2024-2025)

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 Common Curriculum designations

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

|  |  |  |  |
| --- | --- | --- | --- |
| Communities |  | Discovery |  |
| Composition |  | Environments |  |
| Creativity |  | Identities |  |
| Data and Statistics |  | Narratives |  |
| Decisions |  | Voyages |  |

# Requested applicability:

immediately – course in progress using attached syllabus

next time course is offered; Year and term: Click or tap here to enter text.

retroactive to last time offered, year and term (provide rationale): Click or tap here to enter text.

# Rationale for Requested General Education designation:

Click or tap here to enter text.

# Approval:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Proposer: |  | Date: |  |
| Signature of Dean: |  | Date: |  |

## Signatures of all Full-Time Department members and affected Faculty

Include on-campus and online/distance faculty.Please typethe names of all full-time members in your department, in addition to acquiring their signatures**.** E-signatures are acceptable**.**

|  |  |
| --- | --- |
| **Typed Name** | **Signature** |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |

# 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:** 
  1. This **proposal form** with a clear rationale for the requested GenEd credit. This proposal must include signatures (along with typed names for 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 designation 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.