

General Education Program Course Proposal Application

In preparing a proposal for designation of a course for the General Education curriculum, consult the “General Education Faculty Manual: Define Criteria for Course Designation” at the following link: http://www.potsdam.edu/academics/general_education/faculty. **These criteria are the principal guide used to approve courses for General Education.** For assistance with the application process, please contact any General Education committee member who represents your discipline/area of study. A complete list of current General Education committee members is available on the above link.

Every course proposal should include the following:

1. A completed Course Proposal Application;
2. A current course syllabi;
3. A point-by-point description of how the course addresses each of the criteria for General Education designation as described in the current guidelines document;
4. Signature of the department chair (or chairs, if a course is cross-listed);
5. Completed Distance Learning Curriculum Advisory Committee Form
D.L.C.A.C. (*for Distance Learning Courses only*);
6. Signature of the school dean

Course Number (e.g., BIOL 100): _____

Course Title (e.g., Principles of Biology): _____

Instructor of the course: _____

Credit Hours: _____ Semester and Year to begin designation _____

Maximum Enrollment: _____

List any course Prerequisites (include pre-req. designators) _____

Department Chair’s Signature: _____

Campus address: _____

Voice Mail: _____ Email: _____

- Department Proposal. The course will continue with the designation and be so noted every time it is offered and will appear with the designation in the “Schedule of Classes” published each academic session.
- One-time Designation Proposal. This designation will be given under the following circumstances:
- 1) the course is offered on a one-time basis as a “95” course or
 - 2) the department determines that a course will carry the proposed designator for one semester or academic session only.
- One section of a course will carry General Education designation.
- 1) the course is offered by one instructor only
 - 2) the department is responsible to ensure that **every time the course is taught** it meets the criteria.

Mark the General Education designators proposed for approval. (This application may be used for more than one. Mark all that apply on this one form.)

FIRST YEAR EXPERIENCE:

- | | |
|---|---|
| <input type="checkbox"/> Freshman Writing (FW) | <input type="checkbox"/> Speaking, Reasoning & Research (FS) |
| <input type="checkbox"/> Quantitative Reasoning & Problem Solving (FM) | <input type="checkbox"/> Critical Thinking (FC) |

MODES OF INQUIRY:

- | | |
|--|--|
| <input type="checkbox"/> Aesthetic Critical & Discriminative (AC) | <input type="checkbox"/> Aesthetic Experiential (AE) |
| <input type="checkbox"/> Scientific Inquiry – Biological (SB) | <input type="checkbox"/> Scientific Inquiry - Physical (SP) |
| <input type="checkbox"/> Laboratory (LB) | |
| <input type="checkbox"/> Social Analysis (SA) | <input type="checkbox"/> Philosophical Inquiry (PI) |
| <input type="checkbox"/> Historial Inquiry | <input type="checkbox"/> Cross Cultural (XC) |
| <input type="checkbox"/> American History (AH) | |
| OR | |
| <input type="checkbox"/> Western Civilization (WC) | |

INTENSIVES:

- | | |
|--|---|
| <input type="checkbox"/> Writing Intensive (WI) | <input type="checkbox"/> Speaking Intensive (SI) |
| <input type="checkbox"/> Modern Language (ML) | <input type="checkbox"/> Physical Education (PE) |
| <input type="checkbox"/> Health and Wellness (HW) | |

Department Chair _____ Date: _____

Department Chair _____ Date: _____
(second chair if cross-listed)

D.L.C.A.C. Chair _____ Date: _____
(Distance Learning Courses only)

Curriculum Committee Chair _____ Date _____
(New and Distance Learning Courses only)

Dean _____ Date _____

***Note: Applications will expire at the end of the academic year.**