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:**

- [ ] Freshman Writing (FW)
- [ ] Speaking, Reasoning & Research (FS)
- [ ] Quantitative Reasoning & Problem Solving (FM)
- [ ] Critical Thinking (FC)

**MODES OF INQUIRY:**

- [ ] Aesthetic Critical & Discriminative (AC)
- [ ] Aesthetic Experiential (AE)
- [ ] Scientific Inquiry – Biological (SB)
- [ ] Scientific Inquiry - Physical (SP)
- [ ] Laboratory (LB)
- [ ] Social Analysis (SA)
- [ ] Philosophical Inquiry (PI)
- [ ] Historical Inquiry
- [ ] Cross Cultural (XC)

**OR**

- [ ] American History (AH)
- [ ] Western Civilization (WC)

**INTENSIVES:**

- [ ] Writing Intensive (WI)
- [ ] Speaking Intensive (SI)
- [ ] Modern Language (ML)
- [ ] Physical Education (PE)
- [ ] 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.*