

PROCEDURE FOR RECOMMENDING THE ADDITION OF A COURSE AS A GENERAL EDUCATION ELECTIVE

Procedure

To request a course from your department be added to the list of approved general education electives, the following procedure should be used:

1. The majority of the program faculty select the course to be added to the list of general education electives.
2. The program faculty submit the request to the Division Dean. The Division Dean may suggest revisions or additional supporting materials.
3. The Division Dean submits the request to the Chair of the General Education Committee, who puts it on the committee's agenda for its consideration.
4. The General Education Committee returns the request and its recommendation to the General Education Committee Chair.
5. If the General Education Committee does not concur with the request, the General Education Committee Chair makes every attempt to resolve the issue by working with the program faculty, the Division Dean, and the Associate Vice President for Academic Affairs.
6. If approved, the proposed addition is submitted by the General Education Committee Chair to the Curriculum Committee to go through their approval process.

PROCEDURE FOR RECOMMENDING THE ADDITION OF A DISCIPLINE SPECIFIC GENERAL EDUCATION COURSE

Procedure

To request a course from your department be added to the list of approved discipline specific general education courses, the following procedure should be used:

1. The program faculty members select a course that they feel should be added to the list of discipline specific general education courses (to be counted for credit as a humanities, mathematics, or science general education course).
2. The program faculty members submit the request form and supporting materials to their Division Dean. The Division Dean may suggest revisions or additional supporting materials.
3. The Dean of the initiating division submits the request and his or her recommendation to the discipline appropriate Division Dean (if the initiating division is not the discipline specific division).

4. The faculty members of the discipline make their recommendation. If they do not recommend that the course be added to the discipline specific list, they should include written comments with the General Education Course Addition form. The request form is then submitted to the Chair of the General Education Committee who puts it on the committee's agenda for its consideration (unless the discipline specific faculty did not recommend the addition).
5. The General Education Committee considers the request and returns its recommendation to the General Education Committee Chair.
6. If the General Education Committee does not concur with the request, the General Education Committee Chair makes every attempt to resolve the issue by working with the submitting program faculty, the discipline faculty, the Divisions Deans, and the Associate Vice President for Academic Affairs.
7. If approved, the proposed addition is submitted to the Curriculum Committee to go through its approval process.