

Procedure for Approval of a Course Proposed to satisfy General University Requirements

1. Proposals for a permanent GUR course must be submitted to the Undergraduate Curriculum Committee of Faculty Council in the academic year prior to which the course will be offered. The deadline for submission is
 - October 1 for Fall Semester courses,
 - March 15 for Spring Semester courses,
 - March 15 for Summer term courses

For Special Topics courses, approval must be obtained in the semester/term prior to which the course will be offered. Approval must be obtained by

- March 15 for Summer or Fall courses
 - October 1 for Spring courses
2. The proposal may be submitted by the faculty member and/or the chair of the department/program under which the course is offered. Proposals must be submitted to the Chair of the Undergraduate Curriculum Committee of Faculty Council.
 3. The course must first be approved by
 - the chair of the department/program under which the course is offered where relevant:
 - MATH – Chair of Department of Mathematics
 - Written Communication – Chair of Department of English
 - NSP – Chair of Department of Sciences
 - Ethics – Chair of Department of Arts & Humanities
 - History – Chair of Department of History & Political Science
 - Global Cultures – Director of Global Cultures Program
 - For other foundations and perspectives:
 - For the following areas, the UCC will review and approve courses: Computer Competence, Oral Communication, Information Literacy, Critical Thinking (consulting with others when it deems appropriate).
 - For the Social and Behavioral Science Perspective, the UCC will consult with the chair of the relevant department (e.g. Chair of Department of History and Political Science for a Political Science course).
 - For the Aesthetics Perspective, the Chair of Department of Arts & Humanities approval is required, except for FILM, where the Chair of Department of English approval is required.
 - the curriculum committee for the College/School under which it will be offered (e.g., a HIST course must first be approved by the Curriculum Committee for the College of Arts and Sciences).

Verification of these approvals must be sent to the Chair of the Undergraduate Curriculum Committee of Faculty Council.

4. The proposal for the course must include a syllabus containing the following information:
 - Instructor contact information
 - Description of course content
 - Course requirements and grading policy
 - Course objectives
 - List of the GUR learning outcomes
 - For **each** of the learning outcomes, a brief description of an assignment to be used to assess that learning outcome. The instructor must provide enough detail so that the Undergraduate Curriculum Committee can evaluate whether or not the assignment is aligned with assessing the learning outcome.
 - Other policies (academic integrity, information from Student Disability Services Office, etc.)

A sample syllabus is available from the Chair of the Undergraduate Curriculum Committee.

5. The Undergraduate Curriculum Committee of Faculty Council will review and discuss the proposed course. A majority vote is required for approval. If not approved, the Chair of the Undergraduate Curriculum Committee will notify the chair and faculty member with the reason(s) that the proposal was not approved. The faculty member may then revise and resubmit the proposal.
6. The Chair of the Undergraduate Curriculum Committee of the Faculty Council reports the committee's work, including reporting on any courses that have been approved, and reporting on courses that have been submitted but not yet approved (and why). The Chair makes syllabi available to the Faculty Council. Any member of the Faculty Council may raise objections and/or request further information about any of the courses approved. The Faculty Council may reverse any decision of the Undergraduate Curriculum Committee.
7. The Chair of the Undergraduate Curriculum Committee informs the faculty member, relevant chair, appropriate deans, Provost and the Director of Assessment. The Director of Assessment informs the Registrar.