This form is updated periodically. Please be sure you are using the **latest** version of this form, which may be downloaded from: https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/InstitutionalCourseProposalForm.docx This form was last updated on 1/26/21.

Core Curriculum Course Proposal Form – Areas A – E

Proposing institutions and reviewing bodies should review the following before completing their sections of this form.

Requests for courses to be added to Areas A-E:
- Is the course at the collegiate level?
- Is the course broadly focused?
- Is the discipline of the course appropriately specified?
- Does the numbering of the course reflect the appropriate level (freshman, sophomore . . .)?
- Do the course prefix, numbering, title, and description conform with the USG list of Common Course Prefixes, Numbers, Titles, and Descriptions? Academic and Student Affairs Handbook, Section 2.4.10 (https://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.10_common_course_prefixes_numbers_and_descriptions)

Rules for inclusion in Areas A-E:
- See the Academic and Student Affairs Handbook, Section 2.4.4 Details Regarding Areas A-F (https://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.4_details_regarding_areas_af)
- See the Academic and Student Affairs Handbook, Section 2.4.5 Rules Regarding Inclusion in Areas A-F (https://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.5_rules_regarding_inclusion_in_areas_af)
- See the prerequisite rules in the Academic and Student Affairs Handbook, Section 2.4.7 (https://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.7_prerequisites_and_exceptions)

Note: The Board of Regents approved the principles for redesign of General Education in September 2019 (https://www.usg.edu/redesigned_general_education/general_educational_design_principles). Due to the impact of COVID-19, these processes are currently on hold (https://www.usg.edu/redesigned_general_education). The Council on General Education continues to consider proposals/changes under the existing policies (https://www.usg.edu/policymanual/section3/C338/#p3.3.1_core_curriculum) pending further action by the Board of Regents. Approval for the current core does not guarantee approval under the Redesigned General Education Curriculum. Institutions should take this information into account when proposing new courses or curriculum modifications.

There are 4 parts to this form:

- Part 1 is to be filled out by the **Institution** proposing the course.
- Part 2 is to be filled out by the Regents' Academic Advisory Committee (**RAC)** reviewing the course.
- Part 3 is to be filled out by the Regents' Advisory Committee on Academic Affairs (**RACAA)**, if needed.
- Part 4 is to be filled out by the **Council on General Education**.

Part 1. To be filled out by the institution proposing the course.

> **Note:** This form and all ancillary information should be filled out in Word and saved as a single document using the following file-naming convention:
>
> UniqueAbbreviationForYourCollege**CoursePrefix**CourseNumber for example **GCSUPSYC1101.docx**
>
> You will then fill out some very brief information and upload the entire document to the USG website at https://www.usg.edu/strategic_academic_initiatives/committees/course_proposal_form
>
> **Please do not delete any pages of this document.**

1. **Institution:**

2. **This is a proposal for** (mark one box below):

	Change in an already-approved course only, no change in Area. Mark this box if you are making a change in a course that is already approved for Areas A-E at your institution. Provide information in the boxes below on the current course, the new course, and the rationale for the change.
	Course change information
	From:
	To:
	Rationale:
	Placement of a course into Areas **A-E** of the Core Curriculum.

3. **Course Subject** (e.g., philosophy):

4. **Course Prefix and Number** (e.g., PSYC 1101):

5. **Course Title** as it appears (or will appear) in the catalog:

6. **Lecture Hours – Laboratory Hours* – Credit Hours** (e.g., 3-0-3):

* In determining credit hours, 2 – 3 laboratory hours are usually equivalent to one credit hour. So a course with a 2 hour lab would be 3-2-4; a course with a 3 hour lab would be 3-3-4.

7. **Provide a catalog description of the course** in the box below:

8. Course Prerequisites:

Learning Support Prerequisites or Corequisites: Please select the most appropriate Learning Support prerequisite or corequisite statement. Check only one.

	None
	Corequisite: Learning Support English unless exempted.
	Exit or exemption from Learning Support English.
	Corequisite: Learning Support Mathematics unless exempted.
	Exit or exemption from Learning Support Mathematics.
	Exit or exemption from both Learning Support English and Learning Support Mathematics.
	Other (explain):

Collegiate Courses that will be Prerequisites and/or Corequisites for this course (enter "none" if not applicable):

9. Requests for Exceptions to the Prerequisite Rules

The Academic and Student Affairs Handbook, section 2.4.7 states that:

Courses in one Area (A-E) may be prerequisites for other courses in that area.

Except as noted below,
- No course in Area A-E may be a prerequisite for any course outside Areas A-E.
- No course in one Area (A-E) may be a prerequisite for any course in any other areas (A-E).

Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A-E. Applications will be considered first by the relevant Regents Academic Advisory Committees (the Advisory Committee for the degree program and the Advisory Committee for the course), then by the Administrative Committee on Academic Affairs (RACAA), and then by the Council on General Education.

Are you requesting that students in a particular program or programs be required to take specific courses from electives within Areas A-E? (*Courses that are required of all students at your institution do not count here.*)

	Yes
	No

If yes, which program or programs?

Please review section 2.4.7 of the Academic and Student Affairs Handbook and provide a rationale in support of your request.

10. Common Course Prefixes, Numbers, Titles, and Descriptions

Does this course use a common course prefix and number as listed in the **Academic and Student Affairs Handbook, Section 2.4.10**? (Please review the list of common course prefixes, numbers, and descriptions at
https://www.usg.edu/academic_affairs_handbook/section2/C738/#p2.4.10_common_course_prefixes_numbers_and_descriptions).

	Yes
	No

If you responded "no," is a common course prefix and number available for this course?

	Yes
	No

If you responded "no" that you are **not using a common course prefix and number** and "yes" that **a common course prefix and number are available for this course**, please explain in the space below why your institution does not want to use the common course prefix and number and why your institution selected the prefix and number indicated on this proposal.

11. Course approval by institution

List each step of the approval process at your institution and provide the **dates** on which your proposal was approved by each body or at each level. **By submitting this proposal you are affirming that this proposal has already received all appropriate approvals at your institution and that the proposal is being submitted with the knowledge and final approval of the Provost/VPAA at your institution, who should be listed on one of the lines below.**

Date	Level or approving body

12. Core Area(s) for Proposed Course

What Core Area(s) (A-E) is this course being proposed for?

If Area D (only) specify appropriate groups of majors	
	math/science majors
	health professions majors
	non-math/science/health professions majors

What is your institution's approved Learning Outcome for the area(s) of the proposed course?

How will this course satisfy the Learning Outcome for this area?

How will your institution assess whether students taking this course meet the approved Learning Outcome?

How will this course fit into the General Education Core Curriculum at your institution?

13. Previous Versions of this Proposal

Have any proposals for this course previously been submitted by your institution to the Council on General Education?

	Yes
	No

If yes, please indicate the date or dates (for repeat submissions) as best you can.

What actions were taken on your previous submission(s)?

	Approved
	Denied
	Withdrawn
	Tabled

If a previous proposal was tabled or withdrawn, please explain.

How have you changed this proposal since the last time you submitted a proposal for this course?

14. Appropriate Academic Committee to Review this Proposal

Please recommend the most appropriate Regents' Academic Advisory Committee (RAC) to review this proposal.

	Anthropology		Foreign Languages
	Arts and Sciences Deans		Geological Sciences and Geography
	Biological Sciences		Georgia Film Academy Film Production
	Business Administration, Management, & Economics		History
	Chemistry		Humanities
	Communication		Kinesiology
	Computing Disciplines		Mathematical Subjects
	Criminal Justice		Nursing
	Data Science		Philosophy & Religion
	Educator Preparation		Physics & Astronomy
	English		Political Science
	Environmental Science		Psychology
	Family and Consumer Services		Social Work
	Fine and Applied Arts		Sociology

15. Please provide the following contact information for the person submitting the proposal. This should be either the Provost/VPAA or someone designated by the Provost/VPAA:

Name of Person Submitting Proposal:	
Email Address:	
Phone Number:	
Mailing Address:	

Please fill in the **Course Description Template** below. This should be generic information that will apply to ALL sections of the course to be taught at your institution, not just to courses taught by a particular instructor. Please do **not** attach a complete syllabus.

Course Learning Outcomes

Provide a bulleted list of the course learning outcomes.
- [Start the bulleted list here.]

Course Content

Provide a topical outline demonstrating the breadth and depth of the course. Please be as comprehensive as possible within the limits of an outline.

[Insert outline here.]

Assessment Strategies

How will your institution assess whether students taking this course meet the approved Learning Outcome?

_____Direct Assessment (Student Artifacts Assessed by Rubric, Collegiate Learning Assessment, etc. Please explain how you plan to use direct methods to assess achievement of your approved Learning Outcome.)

_____Indirect Assessment (Surveys, Exit Interviews, Focus Groups, etc. Please explain how you plan to use indirect assessment methods to assess achievement of your approved Learning Outcome.)

_____Other (Please explain how you plan to use other methods to assess achievement of your approved Learning Outcome.)

Instructional Strategies

Provide a list of the instructional strategies that will be used to achieve course learning outcomes, such as lecture or non-traditional methods such as online classes or the use of experiential instruction.

[Insert instructional strategies here.]

Potential Textbooks

Provide examples of possible textbooks for the course.

[Insert list of possible textbooks here.]

Part 2. To be filled out by the Chair of the Regents' Academic Advisory Committee (RAC)

This part of the form should be completed by the Regents' Academic Advisory Committee Chair after the course has been reviewed by the appropriate Regents' Academic Advisory Committee (RAC).

Upon completion of the form, please resave the form and send as an attachment to: Barbara.Brown@usg.edu

Please do not delete any pages of this document.

Course Prefix, Number, & Title:

Institution:

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1. Date the review by the Regents' Academic Advisory Committee (RAC) was completed:

2. Did the RAC **approve** this proposal?

	Yes
	No

3. Please enter the RAC review in the box below. Comments should focus on the appropriateness of inclusion of the proposed course in the core curriculum, utilizing the criteria in the Academic and Student Affairs Handbook, sections 2.4.4 and 2.4.5. (See beginning of this form (before Part 1) for summary of criteria and links.)

Insert RAC review here. Box will expand as needed.

4. Please mark the areas of the Core Curriculum for which your committee has approved the changed or proposed course.

	Area A (English, Mathematics)
	Area B (Institutional Options)
	Area C (Humanities, Fine Arts, Ethics)
	Area D (Natural Sciences, Mathematics, Technology)
	If Area D, specify appropriate major(s):

	math/science majors
	health professions majors
	non-math/science/health professions majors

	Area E (Social Sciences)

Exceptions to the Prerequisite Rules

The Academic and Student Affairs Handbook, section 2.4.7 states that:

> Courses in one Area (A-E) may be prerequisites for other courses in that area.
>
> Except as noted below,
> - No course in Area A-E may be a prerequisite for any course outside Areas A-E.
> - No course in one Area (A-E) may be a prerequisite for any course in any other areas (A-E).
>
> Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A-E. Institutions may apply for up to 9 hours of such requirements. If permission is granted, these courses may be prerequisites for courses in Area F or in the major's degree requirements.
>
> Applications for exceptions to the prerequisite rule will be considered first by the relevant **Regents Academic Advisory Committees** (the Advisory Committee for the degree program and the Advisory Committee for the course), then by the Administrative Committee on Academic Affairs (RACAA), and then by the Council on General Education. The Council on General Education will make a recommendation to the Executive Vice Chancellor and Chief Academic Officer of the USG.

Did the institution apply for an exception to the general prerequisite rules?

	Yes
	No

If yes, did the advisory committee **approve** exceptions to the prerequisite rules?

	Yes
	No

Please enter the RAC comments on the request for an exception to the prerequisite rules in the box below. Please clearly outline the programs that will be allowed to require particular courses within Areas A – E and the courses that may be required.

Insert text here. Box will expand as needed.

Please provide contact information for the Chair of the Regents' Academic Advisory Committee.

Academic Committee:	
Chair name:	
Chair institution:	
Chair daytime phone number:	
Chair email Address:	

Part 3. To be filled out by the Regents' Advisory Committee on Academic Affairs (RACAA), if needed.

Course Prefix, Number, & Title:
Institution:

The Academic and Student Affairs Handbook, section 2.4.7, **Prerequisites and Exceptions** states that:

> Courses in one Area (A-E) may be prerequisites for other courses in that area.
>
> Except as noted below,
> - No course in Area A-E may be a prerequisite for any course outside Areas A-E.
> - No course in one Area (A-E) may be a prerequisite for any course in any other areas (A-E).
>
> Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A-E. Institutions may apply for up to 9 hours of such requirements. If permission is granted, these courses may be prerequisites for courses in Area F or in the major's degree requirements.
>
> Applications for exceptions to the prerequisite rule will be considered first by the relevant Regents Academic Advisory Committees (the Advisory Committee for the degree program and the Advisory Committee for the course), then by the **Administrative Committee on Academic Affairs (RACAA)**, and then by the Council on General Education. The Council on General Education will make a recommendation to the Executive Vice Chancellor and Chief Academic Officer of the USG.

1. Date the RACAA review was completed:

2. Did the institution apply for an exception to the general prerequisite rules?

	Yes
	No

3. If yes, did RACAA **approve** the exception to the prerequisite rules?

	Yes
	No

4. Please enter the RAC comments on the request for an exception to the prerequisite rules in the box below. Please clearly outline the programs that will be allowed to require particular courses within Areas A – E and the courses that may be required.

> Insert text here. Box will expand as needed.

5. Please provide contact information for the **RACAA Chair**.

Chair name:	
Chair institution:	
Chair daytime phone number:	
Chair email Address:	

Part 4. To be filled out by the System Liaison for the Council on General Education.

Course Prefix, Number, & Title:
Institution:

1. Date the review by the Council on General Education was conducted:

2. What action did the Council on General Education take with respect to this proposal?

	Approved
	Denied
	Withdrawn
	Tabled

3. Please enter any comments from the Council on General Education in the box below. Comments should focus on the appropriateness of inclusion of the proposed course in the core curriculum, utilizing the criteria in the Academic and Student Affairs Handbook. (See beginning of this form for summary of criteria and links.)

Insert text here. Box will expand as needed.

4. Please mark the areas of the Core Curriculum for which the Council on General Education has approved the changed or proposed course.

	Area A (English, Mathematics)
	Area B (Institutional Options)
	Area C (Humanities, Fine Arts, Ethics)
	Area D (Natural Sciences, Mathematics, Technology)
	If Area D, specify appropriate major(s):
	math/science majors
	health professions majors
	non-math/science/health professions majors
	Area E (Social Sciences)

5. Please provide contact information for the System Liaison to the Council on General Education.

Liaison name:	Barbara L. Brown

Liaison daytime phone number:	404-962-3107
Liaison email Address:	Barbara.Brown@usg.edu