

Core Curriculum Course Proposal Request Form

Use this form to submit a request to the USG General Education Council for a new/modified course in a Core IMPACTS Domain.

Fields marked with an asterisk (*) are required.

USG Policy

The Board of Regents Policy Manual [Section 03.03.01](#) provides the overall structure for general education in the USG. The Academic and Student Affairs Handbook [Section 02.04](#) provides more detailed guidance on this structure.

Before submitting your request, please consider:

- 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 02.04.08](#)
- Does this course satisfy SACSCOC and federal policies on the definition of a credit hour, as listed:
<https://sacscoc.org/app/uploads/2019/08/Credit-Hours.pdf>

Rules for inclusion in Core IMPACTS:

- See the [Academic and Student Affairs Handbook, Section 02.04.03 Rules for Including Courses in the IMPACTS Core](#)
- See the [Academic and Student Affairs Handbook, Section 02.04.04 Details Regarding Courses in Core IMPACTS Domains](#)

Questions? Contact Dr. Melanie Largin, Associate Vice Chancellor for General Education and Student Pathways, at melanie.largin@usg.edu or 404-962-3059.

Coming Soon related to this process:

- *We are working on creating a Smartsheet form CAG/CAT Field of Study Guidelines submission (please continue to use the [current form](#) until then).*

Submission Type *

Please specify the most appropriate option below. Note if you are requesting a course currently placed in one domain to be added to an additional domain or if you are requesting a course used elsewhere in the USG (such as a common or templated course) be added to your institution's curriculum, select the second option below.

- ☐ Institution requesting change in an already-approved course
- ☐ Institution requesting placement of a course into a Core IMPACTS domain
- ☐ Institution requesting adoption of an eCore course into a Core IMPACTS domain
- ☐ CAG/CAT requesting creation of a Common Course for institutions to use in a Core IMPACTS domain
- ☐ CAG/CAT requesting change to a Common Course that was previously approved by the Council on General Education
- ☐ CAG/CAT requesting creation of a Course Template for institutions to use in a Core IMPACTS domain
- ☐ CAG/CAT requesting change to a Course Template that was previously approved by the Council on General Education

Is this a revision of a previously submitted request? *

- ☐ No, this is an initial submission.
- ☐ Yes, this is a resubmission of a request previously submitted.

Basic Course Information

Course Subject *

Note: This is not the course prefix, but rather what the course prefix represents.

e.g., Psychology

Prefix and Number of Proposed Course *

e.g., PSYC 1101

Title of Proposed Course *

Please specify the title as it appears or will appear in the institution's catalog.

Lecture Hours of Proposed Course *

How many contact hours are associated with traditional lecture?

☐ 0 (this is a lab course)

☐ 1

☐ 2

☐ 3

☐ 4

Laboratory Hours of Proposed Course *

How many contact hours are associated with labs?

☐ 0 (no lab component)

☐ 1

☐ 2

☐ 3

☐ 4

Credit Hours of Proposed Course *

In determining overall credit hours, 1 lecture hour is usually equivalent to 1 credit hour while 2 – 3 laboratory hours are usually equivalent to one credit hour.

A course with a 2 hour lab would likely be 3 lecture - 2 lab - 4 credit.

A course with a 3 hour lab would likely be 3 lecture - 3 lab - 4 credit.

☐ 1

☐ 2

☐ 3

☐ 4

Description of Proposed Course *

Please specify the course description as it appears or will appear in the institution's catalog.

Student Learning Outcomes of Proposed Course *

List the general student learning outcomes for the course, not the specific outcomes for each unit of the course. These would be the high-level outcomes that are assessed as part of course assessment and general education assessment. Carefully consider the action verbs used to ensure this is at an appropriate level. Middle Georgia State University has a resource: <https://www.mga.edu/institutional-research/planning-assessment/student-learning-outcomes.php>

Core IMPACTS Alignment

Core IMPACTS domain(s) for Proposed Course *

Select all that apply.

- ☐ Institutional Priority (Institution)
- ☐ Mathematics & Quantitative Skills (Mathematics)
- ☐ Political Science & U.S. History (Citizenship)
- ☐ Arts, Humanities, & Ethics (Humanities)
- ☐ Communicating in Writing (Writing)
- ☐ Technology, Mathematics, & STEM (STEM)
- ☐ Social Sciences (Social Sciences)

How do the course learning outcomes align with the USG domain learning outcome(s) above? *

If the course is proposed for more than one domain, provide a separate explanation of how the course will meet the domain learning outcome(s) for each domain.

File upload

Please feel free to attach any additional documents that provide further insights into your course proposal.



Drop your files here

[Browse](#)

Points of Contact

Main Point of Contact (if questions) *

Please insert the full name and title of the individual who should be contacted in case of any questions or if revisions are required.

Main Point of Contact Email *

Must be a valid email address.



Approval Emails *

For Institutions: Insert the email addresses for your Provost, Registrar, whomever oversees the College Catalog, and anyone else who should be notified of the outcome of this request. Use a semicolon to separate email addresses.

For CAO Advisory Group or Team (CAG/CAT) submissions: Insert the email addresses for your CAG/CAT Chair and Liaison (if applicable) and anyone else who should be notified of the outcome of this request. Use a semicolon to separate email addresses.

Notification Emails

Insert the email addresses for anyone who should be notified when this proposal has moved to the next stage of the process (e.g., scheduled for a Gen Ed Council meeting).

☐ Send me a copy of my responses

Submit

Powered by  **smartsheet**

[Privacy Policy](#) [Report Abuse](#)

