

North Carolina A&T State University
Process for Adding a Course to the General Education Course List
Existing Course – No Revisions Needed

General Information

Courses eligible to fulfill a general education requirement are reflected on the appropriate general education category course lists. These lists will be updated periodically as courses are added or dropped from a list.

Each general education category has its own rationale and student learning outcome(s). Proposals for including a course in a general education course list must provide documentation to show how the course is designed to enable a student to achieve the particular general education category student learning outcome(s) for a specific general education category.

Please note that all general education courses should:

- promote broad critical thinking skills.
- be numbered at the 100 or 200-level; 300-level courses may be approved with justification. *[Note: 400 or 500-level courses will not be considered for general education course lists.]*
- be generally available to all undergraduate students
- be offered on a regular basis.
- have no more than one prerequisite. If there is more than one pre-requisite, justification is required.
- be a permanent offering (not a special topics or experimental course).

Process for proposing an existing course for approval as a general education curriculum course (for courses that do not require any revision to the course).

Submit the information listed below. The completed package is sent directly to the General Education Review Task Force for evaluation and approval.

1. A completed **General Education Course List Addition Form** for the applicable general education category. The form requests the following information:
 - A. Course-level student learning outcomes (SLOs) associated with the stated general education student learning outcome(s) for that category
 - B. Measures for evaluating the course-level student learning outcomes
 - C. Criteria for determining whether the learning outcomes were met
 - D. Plan for improving student learning outcomes based on assessment data
2. Completed **signature page** for the *General Education Course List Addition Form* with signatures of Department Chair and Dean

3. **Course Syllabus**, including the following:
 - Course-level student learning outcomes
 - Methods of evaluating student performance/grades
 - Major topics to be covered
 - Title and author of any required text or publication
 - Schedule of required readings, assignments, projects, quizzes, tests, etc.
4. Completed ***Criteria for Reviewing General Education Course Requests*** form with signature of department chair

Submission Instructions (please complete BOTH steps below):

1. EMAIL a single digital file of the completed (with signatures) package (a scanned pdf document) to:

Scott Simkins
simkinss@ncat.edu

Please use the following SUBJECT LINE in your email (I will be using a filter to route these emails to a specific email directory to avoid getting lost in other emails):

Gen Ed Course Request Forms

2. Send a hard-copy of the completed package (with signatures) to:

Scott Simkins
Academy for Teaching and Learning
313 Dowdy Building
North Carolina A&T State University
CAMPUS