

**UNDERGRADUATE COURSE
GENERAL EDUCATION—
REAPPROVAL**

Proposal for Reapproval of a General Education Course

Department _____ **Submission Date** _____

I. Course Information

Discipline Prefix _____

Course Number _____

Course Title _____

Credit Hours _____

Prerequisites _____ Yes _____ No If yes, _____

Speaking Intensive _____ Yes _____ No If yes, attach a copy of the department speaking intensive policy.

Writing Intensive _____ Yes _____ No

[Note: General Education courses are not normally designated as writing- or speaking-intensive, since students are expected to meet those requirements in their major coursework.]

If Cross-Listed:

Secondary Prefix _____

Course Number _____

Course Description (***Must match description on course syllabus.***)

General Education Goal for which course is designed: _____

Attach a proposed syllabus in SACS format. The syllabus, or an attachment, should indicate in some detail how the course will satisfy each of the required nine (9) General Education Course Criteria (page 11). General Education Matrix, Appendix B, should be included.

II. Required for Major, Minor, Concentration (please specify):

III. Rationale for Continuation of Course:

A. Describe how the course content has proved appropriate for the goal.

B. Drawing on data already submitted in WEAVEonline, describe assessment procedures employed in this course for measuring the student learning outcomes of the goal and their results. (What instruments do you use to measure to what degree students are meeting the outcomes? What is the target for student achievement on the outcomes? What percentage of students meets this target?)

C. Describe changes in course delivery or content made in response to assessment results.

D. Describe any other changes made.

IV. Resource Assessment:

A. How frequently have you offered this course over the last five years?

B. Describe the staffing for sections of this course during that time.

adjuncts: ____ sections lecturers: ____ sections tenure-track: ____ sections

C. Will a course fee be assessed? ____ Yes ____ No If yes, the Fee Recommendation Worksheet must accompany this form. It is found at the following url: www.longwood.edu/budget. (See Appendix B for sample of form.)

SIGNATURE PAGE
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Course Name/Number _____ Course Title _____

V. Approvals

Date Received Date Approved Signature

1. Department Curriculum Committee Chair _____

2. Department Chair _____
The Department Chairs, whose programs may be affected, have been notified:

Department _____	Date Notified _____
Department _____	Date Notified _____
Department _____	Date Notified _____

3. College Dean _____

4. College Curriculum Committee _____

5. General Education Committee _____

6. Educational Policy Committee _____

7. Faculty Senate Chair _____

8. Date received by Registrar _____

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

December 15th to the College Curriculum Committee
February 1st to the General Education Committee
March 1st to the Educational Policy Committee (EPC)

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

Revised February 2010