

**Process for Approving or Renewing General Education status for a course:**

1. Access the General Education proposal/renewal form from the General Education web site.
2. A complete Gen Ed application includes the completed Gen Ed proposal/renewal form, syllabus, and course evaluation report.
  - Fill out the proposal/renewal form and assemble all required documentation described on the form.
  - Submit the proposal/renewal form and accompanying documents to the appropriate academic department for vote and approval.
  - Record the results of the vote on the proposal/renewal form, gain the chair's signature, and electronically submit the entire application to the Gen Ed Committee shared drive as one PDF file or PDF files bundled into one zipped/compressed folder.
  - Title the submitted PDF file or zipped/compressed PDF files with the course name and direction/connection designation (ex., course name-PPDI.pdf).
  - The department chair should notify the General Education Committee chair by email that the submission has been made.
  - The submitted, department approved proposal/renewal application must reach the Gen Ed Committee two weeks prior to the Committee meeting.
3. The Gen Ed Committee will review initial proposal and sunset renewal applications prior to meeting. If proposals/renewals require further discussion, a representative from the sponsoring program/department will be asked to attend a Committee meeting to answer questions.
4. When a proposal/renewal is approved, the Gen Ed committee chair will notify the department chair.
5. If a proposal/renewal is not approved, the sponsoring program/department can resubmit prior to the university catalog deadline or second Monday in February.

*Approved by the General Education Committee, May 12, 2014*