

Current Information:

I. A.) Course Number, and Title: _____

B.) Credit Hours: _____ C.) Prerequisites: _____

D.) Current Classification

1. General Education Code: ☐ B ☐ C ☐ D ☐ H ☐ M ☐ N ☐ P ☐ S ☐ None2. Writing Requirement: ☐ E2 ☐ E4 ☐ E6 ☐ None3. Math Requirement: ☐ M ☐ None**Requests:**

II. General Education

A.) Requested Classification: ☐ B ☐ C ☐ D ☐ H ☐ M ☐ N ☐ P ☐ SB.) Effective Date: ☐ Fall ☐ Spring ☐ Summer _____ (year)

Or

☐ 1-time Approval _____ (year)

C.) General Education purpose and learning outcomes for the course? [Attached detailed response.]

III. Writing Requirement

A.) Requested Classification ☐ E2 ☐ E4 ☐ E6

B.) Writing Requirements:

1.) Number of papers, essays, etc. with word count specified.

2.) Due Dates? Returned with feedback dates?

3.) What type of feedback will be provided the student (in reference to writing skill)?

_____ Grade _____ Corrections _____ Drafts _____ Other

4.) Assessment

a.) Will the written work be evaluated for grammar, punctuation and proper usage of standard written English?

b.) Will written work be evaluated for an effectiveness, organization, clarity and coherence of writing?

c.) Will a published rubric be used?

IV. Syllabus

Courses that offer students General Education and/or Writing Requirement credit must provide clear and explicit information for the students about the classification and requirements.

A.) For courses with a General Education classification, the syllabus should include:

- ☐ Statement of the General Education Purpose of the Course with attention to the General Education Classification requested
- ☐ List of assigned General Education Student Learning Outcomes
- ☐ List of any other relevant Student Learning Outcomes
- ☐ List of required and optional texts
- ☐ Weekly course schedule with sufficient detail (e.g. topics, assigned readings, other assignments, due dates)

B.) For courses with Writing Requirement classification, the syllabus should include:

- ☐ "The Writing Requirement ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."
- ☐ "Course grades now have two components. To receive writing credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course."
- ☐ A statement or statements indicating that the instructor will evaluate and provide feedback on the student's written assignments with respect to grammar, punctuation, usage of standard written English, clarity, coherence, and organization
- ☐ Assignment word counts, page lengths and submission deadlines

Additionally, the syllabus must clearly show that the instructor meets the Writing Requirement to

- ☐ Evaluate [2,000/4,000/6,000] written words in assignments during the semester

Important note: This **does not** include the following types of writing assignments: teamwork, exam essay questions, take-home exams, and informal, ungraded writing assignments.

- ☐ Provide all feedback on assignments prior to the last class meeting

V. Submission and Approvals

A.) Submitted by (Signature of Instructor): _____

Print Name _____ Date _____

B.) Department Approval: _____

C.) College Approval: _____

D.) Committee Action: ☐ Approved ☐ Denied ☐ Tabled Date _____