Request for Certification of Course as Meeting

 University of Baltimore General Education or Graduation Requirements

This form is designed for use by the General Education Council to fulfill its responsibility to review new courses or existing courses for certification as meeting the 2016 revised General Education (GE) Requirements or Graduation Requirements (GR). It is does not replace any other curriculum development or approval processes in the individual schools.

PLEASE NOTE: For the information required in sections 7-9, please use the exact language of the GE and GR requirements and student learning outcomes in the course definition documents approved by the University Faculty Senate. For GE and GR courses that document is available at <http://www.ubalt.edu/academics/undergraduate/general-education/gen-ed-SLO.cfm> If you are requesting that a course be certified as meeting more than one area, please use a separate form for each area.

A sufficiently detailed sample syllabus must be submitted with this request in order to enable the members of the GEC to establish that the course meets requirements. Please also include a description of relevant course readings in order to demonstrate GR areas are covered in course content, especially when it is not obvious by textbook title or course calendar. The completed request and sample syllabus should be submitted electronically to the Chair of the GEC or the provost’s designated director of general education (e.g., the Assistant Provost for Undergraduate Studies and Academic Affairs). The person whose name appears in section 5, may request a personal appearance (or the appearance of an appropriate designee) before the GEC to provide additional information or clarification.

1. This course is being submitted for review as a

[ ]  Graduation Requirement or

[ ]  General Education Requirement in

2. Name of Course:

3. HEGIS code and Course Number:

4. Principal Academic Unit (program/school/college) responsible for course:

5. Principal Faculty/Associate Dean submitting this request (Contact Person):

6. Catalog Course Description:

7. GE or GR category: (Note: Please insert the exact language in the GE or GR course definition documents.)

8. Please explain briefly the ways in which the course aligns with the GE domain description or GR course requirements.

9. Assessment Requirements: Please identify the assignments in the sample syllabus that will demonstrate the required Student Learning outcomes and how the assignments will be assessed to ensure they will do that. You must include information about which assignments will be appropriate for collection as artifacts for GE assessment purposes and for re-certification in the future.

10. Syllabus attached with all necessary SLOs (program/GE/GR). [ ]

11. For GR proposals only: Syllabus shows clearly how all GR course requirements will be met. [ ]

12. Please provide a sample of the assignment or assignments that will be used to generate the artifact or artifacts demonstrating the SLOs to be collected, assessed, and archived by the GEC.