

Course Submission Guidelines

Departments and interdisciplinary programs are encouraged to submit courses to the General Education Council for consideration. Please include one (1) electronic copy of both the Course Outline, as approved by the offering department's curriculum committee, and a cover memo for each course submitted.

The Council encourages submissions to follow the Undergraduate Curriculum Council (UCC) format for proposed courses. However, while the UCC merely suggests that there be an outline as part of the submission, the General Education Council requires that each Course Outline have within it an outline in order that the Council can see how the objectives of the course are realized over its course. Each Course Outline, then, needs to have the following sections:

- department chair and e-mail address
- additional contact (if any) and e-mail address
- course number
- course title
- catalog description
- prerequisites (if any)
- frequency of course offering
- credit hours
- justification for the course
- course description: **include particular General Education category and learning outcome(s)**
- course outline: **make sure learning outcomes are clearly realized over the course of the outline**
- method of instruction
- course requirements
- means of evaluation
- library and computer technology resources
- bibliography

The cover memo should indicate the particular general education category for which course is being submitted and highlight how the course enables the student to meet the learning outcome(s) for the category in question. This information, along with the course description and course outline above, will help the Council determine whether or not the course can be approved.

The learning outcome(s) for each general education category can be found at the following address:
<http://www.oswego.edu/Documents/provost/Gen%20Ed%20Course%20Guidelines%20and%20Learning%20Outcomes%20for%20web%20page%208-23-13.pdf>

Course Outlines and cover memos should be sent to the General Education Director at gened@oswego.edu