*This cover page must be completed and accompany each proposal.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department: |  |  | Instructor: |  |
| Course subject and number: |  |  | Cross listing: |  |
| Course title: |  |

Proposal should include:

* A rationale for each General Education Requirement requested.
* Additional information about the content, goals, or methods of the course that may be relevant.
* A list of General Education Requirements for which the course is already approved.
* An assessment matrix for each General Education Requirement requested; contact information, learning outcomes, assessment methods, and standards of comparison should be completed on each matrix.
* A syllabus, with the following elements.
* Course objective
* Organization of course content
* Course requirements
* Grading Policy
* [Academic Integrity Policy](https://www.as.pitt.edu/fac/teaching/academic-integrity-statement-syllabi)
* [Disability Resources statement](https://www.as.pitt.edu/faculty/teaching/disability-resource-statement)
* [E-mail Communication Policy](https://www.as.pitt.edu/e-mail-communication-statement-syllabi)
* [Office Hours](https://www.as.pitt.edu/faculty/teaching/office-hours-statement)
* [TurnItIn statement](https://www.as.pitt.edu/faculty/teaching/turnitin-statement-syllabi) (if this service will be used in the course)

Please indicate the General Education Requirement(s) requested

* + Seminar in Composition
	+ Writing Course
	+ Quantitative and Formal Reasoning
	+ Second Language
	+ Diversity
	+ Literature
	+ The Arts
	+ Creative Work
	+ Philosophical Thinking or Ethics
* Social Science
	+ Historical Analysis
	+ Natural Sciences

Global Awareness and Cultural Understanding

* + Global Issues
	+ Geographic Region
	+ Cross-Cultural Awareness

Number of General Education Requirements requested: (limit 3 Gen Eds in total)