*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)