

UNK General Education Course Proposal Checklist

Complete the following checklist and include this in your course proposal. Marking “yes” affirms that your proposal includes the required information and that information is complete.

The Director of General Education will review your proposal to make sure all of the following information is included. Once approved, the proposal will then be reviewed by the General Education Council Course Review Subcommittee prior to consideration by the full Council.

Proposal includes required Course Information (Part 2):	Yes
Basic course information (prefix, number, title, and credit hrs.; catalog description)	<input type="checkbox"/>
Proposing department and contact person	<input type="checkbox"/>
Type of GS course: <input type="checkbox"/> Existing course, new to GS; OR <input type="checkbox"/> Newly-created course ¹	
Department assurance that all sections will be taught consistent with submitted syllabus	<input type="checkbox"/>
Department assurance that all sections will meet all LOPER category learning outcomes	<input type="checkbox"/>
Department assurance that all instructors will participate in GS Program assessment	<input type="checkbox"/>
LOPER category (or categories, where applicable)	<input type="checkbox"/>
Learning outcomes for LOPER category (or categories, where applicable)	<input type="checkbox"/>
Detailed explanation / evidence of how course will achieve the learning outcomes	<input type="checkbox"/>
Proposal includes Course Syllabus with required contents (Part 3):	Yes
Syllabus includes all required Basic Course Information ²	<input type="checkbox"/>
Syllabus includes all required General Studies Program Information	<input type="checkbox"/>
Syllabus includes all required Course and University Policy Information ³	<input type="checkbox"/>
Director of General Education approval of required proposal information:	
Name (please print): Christopher L. Exstrom	
Signature:	

¹ For a newly-created course, the proposal also must include documentation of submission for approval through the Academic Affairs process.

² The submitted syllabus may use headings or spaces for instructor-specific information and omit those details.

³ The submitted syllabus should include examples of the course policies that are required to be included in a syllabus, but it should indicate which of those are instructor-specific and which are common to all sections/instructors of the course.