

**State University General Education Requirement (SUNY-GER)
For Campuses with Approved Guidelines**

Instructions: Course Addition Reporting Template

Use the format set out on the following page when reporting courses that have been approved locally for any of the SUNY-GER categories. The System *Guidelines for the Approval of State University General Education Requirement Courses* are available at <http://www.suny.edu/provost/GeneralEducation/campusgenedresources.cfm>.

Information solicited in I-V is required. If VI-VII are not provided, the Advisory Council for General Education (ACGE) reserves the right to request such information to confirm the appropriateness of the submitted offering. Instructions/examples are provided in boldface. Use as much space as appropriate to provide the requested information. This document is not a form, but you may find it convenient to use it to create a template for your submissions.

Submissions should be made electronically.

Please email course information in RTF or Word (Windows) format to gened@sysadm.suny.edu.

A Word Doc version of the template can be downloaded from <http://www.suny.edu/provost/GeneralEducation/Forms/course-addition-form.doc> for your convenience.

If there are any questions about an offering's conformity with System guidelines it will be transmitted to the ACGE for consideration. Campuses shall refrain from publicizing a course as a SUNY-GER offering before receiving notification of approval from the Provost's Office. Requests for expedited processing should be made at the time of submission.

**State University General Education Requirement
Course Addition Reporting Template**

I. Campus.

[Campus name.]

II. Campus Contact Person.

[Name, relevant title, phone & fax, email]

If the relevant learning outcomes are being achieved across multiple courses, provide all solicited information in III-VII for all applicable courses, along with any other explanation that may be helpful or necessary.

III. Course Identification.

A. Dept./Subject Designator, Number, Title, # of credits.
[e.g., *PHI 210 Ancient Philosophy, 3 credits*]

B. Prerequisites/Corequisites
[e.g., *prereq: PHI 101 Intro to Philosophy*]

C. Effective Date of Addition
[First semester the course(s) may be used to satisfy the relevant SUNY-GER category]

IV. SUNY-GER Category/Categories.
[Enter the subject category or categories for which the course(s) have received local approval.]

V. Catalog Description.
[Either the literal description that appears in the catalog, or an extended version if that would be more helpful in understanding the scope and appropriateness of the course.]

VI. Topical Outline.
[The purpose of this section is to provide greater specification to the catalog description so that the course can be reviewed in terms of the System guidelines.]

VII. List of Typical Assigned Readings.
[The purpose of this section is to provide greater specification to the catalog description so that the course can be reviewed in terms of the System guidelines.]