

**Procedures for “Alternative” Gen. Ed. Course Offerings**  
Temporary Additions of Course Options  
in the General Education Curriculum  
~ GECC ~

**Guidelines for Application:**

1. Faculty may propose temporary “alternative” gen. ed. courses to create additional options in the curriculum. Faculty must first seek approval from their respective chairs and from the chair over the impacted area.
2. The faculty making the proposal must prepare a course syllabus and fill out the Gen. Ed. matrix. It must be shown that the course achieves a majority of the Gen. Ed. Curriculum Goals; meeting the same levels of Student Learning Outcomes as the guaranteed transfer courses. Courses must carry one of the two designated course numbers, 194 or 294. The course prefix should be used to indicate the area of the Gen. Ed. curriculum where the credit is intended to apply.
3. Faculty must meet with the GECC to request the inclusion of a course and provide all necessary documents before that meeting. Faculty must apply for such a course option to the GECC by no later than three weeks prior to the start of each semester’s preregistration.
4. The addition of the course must not add to the total hours required in the General Education Curriculum.
5. The department offering the course must reduce the number of gen. ed. course sections by the equivalent credit hours. Exceptions to this policy will be considered if a department or program offers only one or no gen. ed. sections.
6. GECC’s approval of these types of temporary course offerings will be final, needing no further approvals. If a course is approved, faculty must send an electronic copy of the syllabus to the APAA’s office. Additionally, and upon approval, a Catalogue Course Change/Addition Form must be completed and sent to the Provost’s office.
7. Most of these temporary course offerings should be cost neutral to the college. Should there be any additional funding required, perhaps when a course is team taught, the Assoc. Provost will provide budgetary oversight and final approval.
8. Upon approval, the course will be added for one semester to the Gen. Ed. Curriculum options. Course proposals may be re-submitted for approval for additional semesters.
9. These courses will not have guaranteed transfer status, which must be noted on all course paperwork and marketing.

\*Note: Alternative Gen Ed Courses may have the potential to be developed for submission to obtain State guaranteed transfer approval and inclusion in the general education curriculum using standard procedures, which also include GECC approval.

**Application for Course Option Addition to the  
General Education Curriculum**

Proposed course: \_\_\_\_\_

Proposing Faculty: \_\_\_\_\_

Area for the course option \_\_\_\_\_

Department Chair/program coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

1. How does the course meet the General Education Curriculum Goals and Student Performance Outcomes listed in the Undergraduate Catalog?  
**Attach a completed Gen. Ed. Matrix with this response.**

2. **Attach the syllabus for the course.**

3. **Attach a copy of the Catalogue Course Change Form.**

4. Other considerations: