**General Education Course Proposal Guidelines**

The General Education Committee, a committee established by and reporting to the Faculty Senate, recommends courses included in the Cortland General Education Program. The committee’s responsibility is to ensure that proposed courses meet the intent and outcomes of the particular General Education categories and will fulfill the established category goals, objectives, and learning outcomes. Courses are submitted to the General Education Committee after having been approved by the college curriculum process as outlined in the *Curriculum Change Guide,* except in the case of special topics courses (refer to #6 of the “Guidelines” below).

**Cortland General Education Program**

1. Quantitative Skills
2. Natural Sciences
3. Social Sciences
4. United States History and Society
5. Western Civilization (optional)
6. Contrasting Cultures
7. Humanities
8. The Arts
9. Foreign Language
10. Basic Communication
11. Prejudice and Discrimination
12. Science, Technology, Values and Society

*Students must complete a minimum of 30 credits hours of SUNY General Education.*

**Guidelines for Review of General Education Courses**

1. General Education (GE) Committee’s jurisdiction shall extend to all General Education categories.
2. GE courses shall not normally\* have prerequisites.
3. GE courses shall normally\* be introductory courses that emphasize examination and explanation of fundamental principles of academic disciplines.
4. Four-hundred level courses and above shall not normally\* be considered appropriate for inclusion in GE.
5. Proposals for inclusion of courses in GE shall demonstrate clear and specific connection between the content of the course and the goals, assumptions, objectives, and learning outcomes of the category to which inclusion is proposed. In addition, all GE courses must conform to the existing rule that they fulfill the GE writing requirement (5 page minimum).
6. Special topics (-29) courses may be submitted for inclusion in local GE, although they can be offered no more than three times under the -29 course number. These courses are specifically identified with the GE Category included in the course title.
7. The GE Committee may suggest modifications of course proposals that fail to meet the GE category requirements.
8. The GE Committee shall offer an explanation if a course is denied for inclusion in GE.
9. The authors of denied course proposals shall have the right to appeal the GE Committee’s decision, whether in writing, in person, or both.
10. The GE Committee welcomes courses that encourage interdisciplinary study.
11. Amendments to, or alterations of, these guidelines require approval of the Faculty Senate, the body to which the GE Committee is responsible.
12. GE Committee decisions and actions shall apply prospectively (that is, from the time of enactment forward).
13. Faculty will have the ability to appeal committee decisions by meeting with the General Education Committee.

\*Rationale will need to be provided if courses do not follow the normal guidelines in #2, #3 and #4 above.

Refer to the College Catalog for more details on the General Education Requirements.