MTSU GENERAL EDUCATION COMMITTEE

SUBMITTING A GENERAL EDUCATION COURSE PROPOSAL

Proposal deadline of September 15, 2017, recommended for inclusion in 2018-19 Catalog.

Departments are encouraged to consult the Director of General Education and the Chair of the General Education Committee during the course proposal process.

1. Complete the Course Proposal Form for the appropriate General Education Core Requirement Area (Communication, Humanities/Fine Arts, History, Mathematics, Natural Sciences, or Social/Behavioral Sciences): [http://www.mtsu.edu/gen_ed/submit.php](http://www.mtsu.edu/gen_ed/submit.php)

2. Submit the Course Proposal Form and the Approval Signature Sheet to the Department Curriculum Committee (or equivalent) and then to the Department Chair for approval. Interdisciplinary courses should be submitted to the Interdisciplinary Program Director.

3. Submit the Course Proposal Form and the Approval Signature Sheet to the appropriate Academic Dean(s) for approval.

4. After the course has been approved by the Department Chair and Dean, email the Course Proposal Form as an attachment to the Director of General Education.

5. Deliver a hard copy of the Course Proposal Form and the Approval Signature Sheet to the Office of General Education, MTSU Box 78.

6. Committee members will carefully examine the proposal, which must receive a simple majority vote of the entire voting membership of the committee before being distributed for campus-wide review. Voting will take place by ballot, and members must be present to vote. If the proposal receives a simple majority vote of the entire voting membership, the proposal will then be submitted for discussion to all interested University constituencies.

7. After considering feedback from the University community, members of the General Education Committee will vote to recommend or reject the new course proposal. Voting will take place by ballot, and members must be present to vote. If the proposal is then approved by a two-thirds majority of the entire voting membership, the General Education Committee will present it as a recommendation to the Director of General Education and to the University Provost or his/her designate for final approval.