

# Forms for Submitting Proposals to the Council on General Education

## Forms for Institutions

**Institutional Core Course Proposal Form** – Use this form if you are proposing to add a course to a Core IMPACTS area at your institution:

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/InstitutionalCourseProposalForm.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/InstitutionalCourseProposalForm.docx)

**Institutional Templated\* Core Course Proposal Form** – Use this form if you are proposing to add a “templated” course to a Core IMPACTS area at your institution:

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/InstitutionalTemplateCourseProposal.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/InstitutionalTemplateCourseProposal.docx)

\* Templated courses are courses with common prefixes, numbers, titles, course descriptions, and course content that are listed in the Academic and Student Affairs Handbook, Section 2.4.10 AND have been approved by the appropriate RAC and by the Council on General Education as common-courses appropriate for a particular area. Institutions must demonstrate that their governance processes have been followed in approving the course for the Area and that the course aligns with their approved Learning Outcome for the Area.

**Institutional Request for Approval to Change an Existing Approved Course to Conform with USG Common Course Prefixes, Numbers, and Titles/Descriptions** – Use this form if your institution is using a course prefix, number, or title that does not conform to the Common Course information in [Section 2.4.10 of the Academic and Student Affairs Handbook](#) and you would like to make changes to an already-approved course to bring it into compliance.

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/InstitutionalChangeToCommonCourse.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/InstitutionalChangeToCommonCourse.docx)

## Form for eCore

**eCore Course Proposal Form** – This form is only to be used by eCore to document course approval by the eCore Advisory Committee and the relevant RAC and to notify the Council on General Education of a new course to be offered via eCore. Approval of such a proposal only allows this eCore course to be offered at institutions that already have approval to offer this course in a Core IMPACTS area. Institutions wishing to offer this course as a new course in a Core IMPACTS area must submit a full **Institutional Core Course Proposal Form** (above) to add this course to their cores.

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/eCoreCourseProposalForm.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/eCoreCourseProposalForm.docx)

## Forms for Regents’ Advisory Committees (RACS)

**Field of Study Form** – RACS can use this form to establish new Area F Learning Outcomes or Course Guidelines or to make changes to existing Area F Learning Outcomes or Course Guidelines.

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/RACFieldofStudyform.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/RACFieldofStudyform.docx)

**New or Revised Common Course Prefix, Number, Title, and Course Description** - RACS can use this form to propose or update common course prefixes, numbers, titles, and course descriptions.

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/RACNEWCommonCoursePrefixNumber.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/RACNEWCommonCoursePrefixNumber.docx)