# GENERAL STUDIES COURSE PROPOSAL COVER FORM

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| **Course information:** *Copy and paste* ***current*** *course information from* [*Class Search/Course Catalog*](https://webapp4.asu.edu/catalog/)*.* | | | | | | | | | | | | | | | | | | | |
| College/School | | |  | | | | | | | | | Department/School | | |  | | | | |
| Prefix: | |  | Number: |  | | | Title: | |  | | | | | | | | | Units: |  |
| Course description: | | | | | | | | | | | | | | | | | | | |
| Is this a cross-listed course? | | | | | |  | | | | If yes, please identify course(s): | | | | | | | |  | |
| Is this a shared course? | | | | | |  | | | | If so, list all academic units offering this course: | | | | | | | |  | |
| *Note- For courses that are crosslisted and/or shared, a letter of support from the chair/director of* ***each*** *department that offers the course is required for* ***each*** *designation requested. By submitting this letter of support, the chair/director agrees to ensure that all faculty teaching the course are aware of the General Studies designation(s) and will teach the course in a manner that meets the criteria for each approved designation.* | | | | | | | | | | | | | | | | | | | |
| Is this a **permanent-numbered** course with topics? | | | | | | | | | | |  | | | | | | | | |
| If **yes**, each topic requires **an individual submission**, separate from other topics. | | | | | | | | | | | | | | | |  | | | |
| **Requested designation:** *Note- a* ***separate*** *proposal is required for each designation.* | | | | | | | | | | | | | **Mandatory Review:** | | | | | | |
| **Eligibility:** Permanent numbered courses **must** have completed the university’s review and approval process. For the rules governing approval of omnibus courses, contact [CurriculumQuestions@asu.edu](mailto:CurriculumQuestions@asu.edu). | | | | | | | | | | | | | | | | | | | |
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| **Area proposed course will serve:**  A single course may be proposed for more than one core or awareness area. A course may satisfy a core area requirement and more than one awareness area requirements concurrently, but may not satisfy requirements in two core areas simultaneously, even if approved for those areas. With departmental consent, an approved General Studies course may be counted toward both the General Studies requirement and the major program of study. It is the responsibility of the chair/director to ensure that all faculty teaching the course are aware of the General Studies designation(s) and adhere to the above guidelines. | | | | | | | | | | | | | | | | | | | |
| **Checklists for general studies designations:**  Complete and attach the appropriate checklist found on [this page](https://provost.asu.edu/curriculum-development/gsc/designation-request-forms) for the requested designation:   * Literacy and Critical Inquiry (L) * Mathematical Studies (MA) * Computer/Statistics/Quantitative Applications (CS) * Humanities, Arts and Design (HU) * Social-Behavioral Sciences (SB) * Natural Sciences (SQ/SG) * Cultural Diversity in the United States (C) * Global Awareness (G) * Historical Awareness (H) | | | | | | | | | | | | | | | | | | | |
| **A complete proposal should include:**  Signed course proposal cover form  [Criteria checklist](https://provost.asu.edu/curriculum-development/gsc/designation-request-forms) for General Studies designation being requested  Course catalog description  Sample syllabus for the course  Copy of table of contents from the textbook and list of required readings/books  **Proposals must be submitted electronically with all files compiled into one PDF.** | | | | | | | | | | | | | | | | | | | |
| **Contact information:** | | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | | E-mail | |  | | | | Phone | | |  | | |
| **Department Chair/Director approval:** ***(Required)*** | | | | | | | | | | | | | | | | | | | |
| Chair/Director name (Typed): | | | | |  | | | | | | | | | Date: | | |  | | |
| Chair/Director (Signature): | | | | |  | | | | | | | | | | | | | | |