

- ❑ **Optional Workshop** - Anyone interested in proposing a new 6-credit course is encouraged (but not required) to participate in the Center of Excellence for Teaching & Learning (CETL) annual [Curriculum Innovation Grant \(CIG\) Workshop](#) in May.
- ❑ **Previous Approval** - Check with the General Education (GE) Committee (gened@suu.edu) to determine whether a 6-credit course that combines your two [GE Knowledge Areas](#) has already been proposed and approved.
- ❑ **Proposal and Approval Processes**
 - ❑ **New Course** - If a 6-credit course that combines your two GE Knowledge Areas **has not** yet been proposed and approved, complete this [New Course Form](#). See an [example here](#) that combines Humanities and Life Sciences. Work with the GE Committee to ensure efficiency. Submit your proposal (including syllabus and CVs) to the Department of Integrative & Engaged Studies Curriculum Committee and to the GE Committee (gened@suu.edu). Upon approval, the DIES Curriculum Committee will send the proposal to the School of Integrative & Engaged Learning (SIEL) Curriculum Committee, and in turn to the University Undergraduate Curriculum Committee (UUCC). When approved by the UUCC and the GE Committee, the course will be eligible for the next published catalog.
 - ❑ **New Section of Existing Course** - If a 6-credit course that combines your two GE Knowledge Areas **has** been approved previously, simply submit a syllabus of your proposed special topic to the GE Committee (gened@suu.edu). The GE Committee will work with you to ensure consistent standards. When approved by the GE Committee, the course will be eligible for the next published catalog.
 - ❑ **Naming Convention** - Each combination of two GE Knowledge Areas receives a common course prefix and course number. For example, all 6-credit courses that combine Humanities and Life Sciences are SUU 2250. SIEL will assign the prefix and course number to each combination of GE Knowledge Areas. Each special topic section of the course has two course titles. The full title has 70 characters including spaces, and the abbreviated title has 30 characters including spaces. One 70-character example is: SUU 2250 Integrated HU & LS: Exploring Humanities through Nature. Its 30-character abbreviation is: SUU 2250 HU & LS Humanities thru Nature.
- ❑ **Catalog** - The GE Committee will work with the Provost's Office to include the course in the next published catalog.
- ❑ **Scheduling** - The GE Committee will work with both department chairs and both faculty members to schedule the course with the Registrar's Office. You will need to answer these questions:
 1. What days of the week would you like it offered? (The most common options are MWF for 2 hours per session, or T/TH for 3 hours per session.)
 2. What time of day would you like it offered? (There are many more classrooms open for 2-hour or 3-hour blocks in the afternoons.)
 3. What is your maximum enrollment? (Please have at least 40 students.)
 4. Do you have a specific room request? (Please match your room to your maximum enrollment to the best of your ability.)
 5. Note: Departments in which the two faculty members reside will receive credit for the student credit hours (SCH), instructional credit hours (ICH), and program fees generated by the course.