**REQUEST TO REMOVE EXISTING COURSE FROM THE CORE CURRICULUM**

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| Department:  | Department contact E-MAIL address**:**  |
| College:  | Department Head:  | Date:  |

**PROPOSED ACTION ON**: (Name and Number of Course)

**INSTRUCTIONS:**

* This completed form and applicable attachments must be emailed to the GEAC at kaisa.young@nicholls.edu at least two weeks prior to the meeting date scheduled with GEAC. These documents will be reviewed by GEAC members prior to the meeting.
* Department representative must bring the original, signed copy of this document and one hardcopy of all attachments to the scheduled GEAC meeting or to Dr. Young’s office, 163 Beauregard, prior to the meeting.
* All approved course additions, deletions or changes will be effective with the new Academic Year.

**Identify** in which GER area(s) the course is currently classified**:**

[ ]  English Composition [ ]  Mathematics [ ]  Other:

[ ]  Fine Arts [ ]  Social Sciences

[ ]  Humanities [ ]  Computer Literacy

[ ]  Natural Sciences [ ]  Oral Communication

[ ]  Writing Intensive Course

**Catalog Course Description:**

**Identify** curricula, other than general education, for which course is designed and/or required:

**Identify** other courses in the same discipline that will remain in the Core Curriculum after removal of this course and how often each course is offered**:**

**Explain** why this course should no longer be included in the core curriculum. Include any changes in pre-requisites, catalog description, syllabus, etc. The explanation should address which of the general education criteria (below) are NOT being met in the course AND/OR provide another justification for removal:

General Education Course Criteria

1. If prerequisite courses are required, they should be another General Education course.

2. **The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.**

**3.** Courses must cover General Learning objectives for the relevant General Education area.

4. General education courses should provide an introduction to a discipline, as in a survey course that covers a wide range of material within a specific discipline or area of inquiry and acquaints students with a broad section of the information or skills available in that area, or an appreciation course that introduces students to a creative field and leads to a general understanding and appreciation of work by others.

5. Courses that are “repeatable for credit” will not be accepted in the General Education Core Curriculum unless approved through GEAC.

APPROVAL/DENIAL OF ACTION – SECURE SIGNATURES IN THE FOLLOWING ORDER

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Official | Signature | Date |
| [ ]  Approved[ ]  Denied | Department Curriculum Committee *(if applicable)* |  |  |
| [ ]  Approved[ ]  Denied | Department Head |  |  |
| [ ]  Approved[ ]  Denied | College Curriculum Committee *(if applicable)* |  |  |
| [ ]  Approved[ ]  Denied | College/School Dean |  |  |
| [ ]  Approved[ ]  Approved with Recommendation[ ]  Denied | General Education Assessment Committee |  |  |
| [ ]  Approved[ ]  Approved with Recommendation[ ]  Denied | Provost and Vice President – Academic Affairs |  |  |

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| REASON FOR RECOMMENDATION OR DENIAL (Documentation of compliance with stated recommendation(s) must be submitted to VPAA for VPAA approval within two weeks of GEAC approval) |

After Provost's approval Office of Assistant Vice President for Academic Affairs will email notice of approval to:

Appropriate Department Head

Director - Assessment and Institutional Research

Director – Enrollment Services

Director – Ellender Library

Director – Academic Computing

Chair – University Courses and Curricula Committee

Chair—University General Education Assessment Committee