

**University of North Dakota**  
**Application for General Education Status**

**For revalidation of courses that already carry General Education Requirement status, please use the General Education Revalidation form.**

To nominate a course for General Education Requirement (GER) status, please complete the following form and return the original and ten copies to the GER Committee, Box 8382. Please refer to the attached Instruction Sheet when answering questions. Requests for newly proposed courses that have not previously been approved for GER status should be routed through the required curriculum committees (departmental and college) prior to being sent to the GER committee. For detailed information about General Education Requirements at UND, please see the University Catalog.

1. Department and Course Number:
2. Course Title:
3. Credit Hours: \_\_\_\_\_ 4. Prerequisites:
4. Is this                     A new course?                     An existing course not on the GER list?
5. Will this course be  offered on a regular basis  as a one-time special topics course
6. Will this course be  taught solely by the instructor who developed it  
                                   taught by multiple instructors
7. Name of instructor(s) (if known) \_\_\_\_\_
8. Current enrollment (if an existing course): \_\_\_\_\_
9. Anticipated enrollment with GER status: \_\_\_\_
10. Anticipated number of course sections that will be taught a year? \_\_\_\_\_
11. Percentage of enrollment by non-majors: \_\_\_\_\_
12. When was this course last offered? \_\_\_\_\_
13. Is this course required by other departments? If so, which departments?
14. What GER Discipline Area(s) is this course being nominated for:  

<input type="checkbox"/> Communication *	<input type="checkbox"/> Social Science
<input type="checkbox"/> Arts & Humanities	<input type="checkbox"/> Math, Science & Technology
<input type="checkbox"/> World Cultures *	

\*Courses that carry Communications and World Cultures credit must meet specific criteria. A short supplemental application form is also required. Criteria and supplemental application forms can be found on the GER website.

15. Briefly explain why this course should be considered for GER credit in the chosen category or categories: Communication; Social Sciences; Arts & Humanities; Math, Science and Technology?

16. What General Education goals is this course designed to meet? (Please choose the goals that are most relevant to your course. We advise choosing only one or two goals so that the course is better able to focus on and assess its chosen goal/s.)

- Communicate effectively, both orally and in writing
- Think critically and creatively
- Make informed choices
- Understand how conclusions are reached in the discipline area
- Acquire knowledge over a broad spectrum of subject areas
- Develop familiarity with cultures other than their own

17. Explain, in detail, how the course under consideration will meet each of the chosen General Education Goals listed in question 17..

18. Please include an assessment plan that will demonstrate how well students are meeting each of the selected general education goal(s) of the course. Your assessment plan must include both indirect and direct assessment measures.

21. Actual (or proposed) course catalog description:

22: Please attach a complete syllabus for the course. The syllabus must include the general education goal(s) that the course is designed to meet along with a brief statement describing how those goals will be met.

**General Education Application Signature Page**

Department submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

College Dean Signature: \_\_\_\_\_

**General Education Requirements Committee Action**

Approved             Approved Provisionally (see memo)  Not Approved

Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to (Dept.): \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTION SHEET

### Application for General Education Requirement Status

**Questions 1-13:** This information will clarify the course's impact on the General Education Program. This information will also be used to track changes in the course in future revalidation cycles. Once a course is granted GER status, it must be revalidated every four years.

**Questions 14-15:** GER courses are nominated for at least one of four core discipline areas: Communications; Art and Humanities; Social Science; and Math, Science and Technology, as mandated by the North Dakota University System. Question 16 requires a statement that justifies why the course should receive GER status for the selected discipline area(s). A course may be nominated to meet multiple discipline areas but each area must be justified.

\*In order for a course to receive Communications status, the course must meet either the requirements of a Writing-Intensive course or a Speaking-Intensive course. Explanations of these requirements and the required supplementary application form are located on the General Education Requirements website.

In order for a course to receive World Cultures GER status, the course must also receive GER status in one of the four core discipline areas: Communications; Art and Humanities; Social Science; and Math, Science, and Technology. A list of requirements that courses must fulfill for World Cultures credit and the required supplemental application form are available on the General Education Requirements website.

**Questions 16-17:** UND's General Education Program contains six general goals that students should meet by completing their general education requirements (goals are listed in question 17). Each GER course must be designed and taught to meet one or more of these goals. Please carefully select and justify the goal(s) that this course will best meet.

**Question 18:** In order for the nominated course to be revalidated in the future, the revalidation requires evidence that students in the course are meeting the selected goal(s). This application must contain an assessment plan that details how this will be completed. Your plan must include how you will collect and analyze both (1) direct assessment data and (2) indirect assessment data. Direct-assessment data is obtained from student products that demonstrate how well students met the general education goal(s) for the course. Examples of direct assessment include student-written essays that demonstrate what they learned in relation to a general education goal, test questions that directly relate to general education goals, etc. Indirect assessment data involves perceptions of how well students met the general education goals. This is most easily collected by having students answer the Gen Ed questions at the bottom of the standard class evaluation form. The plan must also include information as to how the results will be used for course improvement related to the general education goals. General education assessment data may also be used for other assessment purposes such as departmental assessment.

Note: Assessment data does not have to be collected every semester or for every section. It should be collected for at least one semester during the four-year revalidation period and should be collected for each instructor teaching the course during that semester. For courses with more than three instructors per semester, assessment data should be provided from a minimum of three instructors. During the calendar year that a course is scheduled for revalidation, a GER committee member will be assigned to assist the department chair and instructors with implementing the proposed assessment plan.

**Please contact the chair of the General Education Requirements Committee with any questions about how to complete this application.**

**For more detailed information about UND's General Education Philosophy and Requirements, please see the University Catalog.**