PROCEEDURES

MTSU GENERAL EDUCATION COMMITTEE

SUBMITTING A GENERAL EDUCATION COURSE PROPOSAL

DEADLINE: Completed course proposal documents should be submitted as soon as possible, but must be
received by March 1, 2016.

Departments are encouraged to consult the Director of General Education and the Chair of the General
Education Committee during the course proposal process. If you have any questions about the process,
the forms, or TBR requirements, please contact the General Education Office at 615-898-5586.

1. Complete the Course Proposal Form for the appropriate TBR General Education Core
Requirement Area (Communication, Humanities/Fine Arts, History, Mathematics, Natural
Sciences, or Social/Behavioral Sciences).

2. Submit the Course Proposal Form and the Approval Signature Sheet to the department curriculum
committee (or equivalent) and then to the Department Chair for approval. (Interdisciplinary
courses should be submitted to the Interdisciplinary Program Director.)

3. Submit the Course Proposal Form and the Approval Signature Sheet to the Academic Dean for
approval. (Interdisciplinary courses should be submitted to the Vice Provost for Academic
Affairs.)

4. After the course has been approved by the Department Chair and Dean, email the Course Proposal
Form as an attachment to sheila.otto@mtsu.edu.

5. Deliver a hard copy of the Course Proposal Form and the Approval Signature Sheet to the Office
of General Education, Peck Hall 240.

6. During the spring semester, the General Education Committee will review course proposals,
consult with submitting departments as necessary, and schedule formal meetings to vote on
proposals.

7. If a course is approved by the General Education Committee, the Committee chair will forward
documentation to the Director of General Education. See the Flow Chart of General Education
Curricular Changes at http://www.mtsu.edu/provost/forms/gened.pdf

8. Courses that receive TBR approval will be implemented in fall semester 2017.