GEN Submission Checklist
Non-ASC Units

All GEN courses are submitted through the curriculum.osu.edu portal. They are routed from the submitting unit to college-level curricular bodies (as appropriate), to a subcommittee of the ASC Curriculum Committee, then to OAA and the Office of the University Registrar. Access to the portal is usually limited to Directors of Undergraduate Studies or other college or departmental curricular support staff. Those colleagues should help you prepare your submission and generally will be the uploaders of documents.

All course submissions require a set of documents and entail selecting among options in the curriculum portal. The expected documentation and responses to the prompts in curriculum.osu.edu are explained below for each kind of course submission. Themes courses seeking status as 4+ credit hour Integrative Practice/High Impact Practice courses require additional documentation.

Additional information on course submissions (including GEN Foundations, GEN Themes, and the optional 4+ credit Integrative Practice/HIP) can be found on the Office of Undergraduate Education GEN website.

GEN Foundations Courses

Courses seeking to be a part of the GEN Foundations need to provide the following documentation:

☐ A course syllabus that includes:

- ☐ **All standard syllabus elements** required by the College of Arts and Sciences. Please see the ASC Curriculum and Assessment Services website for specific details. (For Distance Learning courses, please see below information about the OTDI syllabus template and DL specific instructions.)
- ☐ **The Goals of the GEN Foundation category, the ELOs, and a statement underneath them that explains how the course expects to fulfill the GEN Goals & ELOs**. The GE Foundations language (including the Goals and ELOs) can be found on ASCCAS website.
- ☐ **General Education courses to be offered via distance should follow their college's directives/requirements surrounding distance learning courses, and course creators are strongly encouraged to use the OTDI syllabus template.**

☐ **Completed GEN Foundation submission forms provided by the Office of Undergraduate Education.** Downloadable GEN Foundation submission forms can be found on the Office of Undergraduate Education GEN website. (Please scroll to the bottom of the page and click to expand the "Course Submission Documents and Supportive Materials" menu.)

☐ Within curriculum.osu.edu, please respond to questions about course number, number of credits, campus of offering, prerequisites, and other course details.

- ☐ When considering what number to assign to a course, please make sure to reference the university's course numbering system. Additionally, units should choose a course number that reflects the introductory nature of GEN Foundations courses, as courses in these GEN categories should be appropriate for students with little or no collegiate academic experience.
- ☐ GEN courses are expected to be offer-able on any campus (pending appropriate staffing),

so you should check off all regional campuses. If your unit does not wish to offer the course at a specific regional campus, you must upload a brief rationale for this decision to curriculum.osu.edu. This can be part of a cover document or its own document, as appropriate.

□ The number of credits for a course is determined by its meeting schedule and workload— please verify that the listed credits align with the Ohio Department of Higher Education guidance around the translation of meetings and workload to credits and make sense in terms of the expected number (or range) of credits associated with the GEN category.

□ GEN courses should be available to students regardless of major. Therefore, prerequisites are expected to be limited. Major-based exclusions (e.g., must be a major in X program or not open to student in X major) are unacceptable.

□ If a course is offered in multiple departments, please make it clear that a student cannot receive credit for taking the course under the other listing.

□ A student will not get GEN credit twice for the same course, thus the appropriate selection for most GEN courses is that they cannot be repeated for credit.

□ Please select the "length of course" options (e.g. 4 weeks, 15 weeks, etc.) based on reasonable plans for offering it—changing the "length of course" option at a later time does not require full course review and may be easier than selecting all possible choices.

□ Some courses may require additional documentation depending on their special status(es), place within the curriculum and/or their possible overlap with the offerings of other units. This includes (but is not limited to):

□ Proposal materials requested by University Honors for courses requesting an "H" or "E" (Honors or Honors Embedded) designation.

□ Proposal materials requested by the Office of Academic Enrichment Service Learning for courses requesting an "S" (Service Learning) designation. (For further details, please see the Office of Academic Enrichment Service-Learning website.)

□ Proposal materials requested by the Office of International Affairs for courses with an Education Abroad component. (For further details, please see Office of International Affairs website.)

□ Concurrences for courses whose subject matter may overlap with the offerings of another unit. (For further details, please see the ASC Curriculum and Assessment Operations Manual Section VI.B.4.)

If you feel you have a special circumstance not covered here, please contact us.

GEN Themes Courses

Courses seeking to be part of a GEN Theme need to provide the following documentation:

□ A course syllabus that includes:

□ **All standard syllabus elements** required by the College of Arts and Sciences. Please see the ASC Curriculum and Assessment Services website for specific details. (For Distance Learning courses, please see below information about the OTDI syllabus template and

DL specific instructions.)

- ☐ **The Goals of the GEN Theme category, the ELOs, and a statement underneath them that explains how the course expects to fulfill the GEN Goals & ELOs**. The GEN Themes language (including the Goals and ELOs) can be found on the ASCCAS website.
- ☐ **General Education courses to be offered via distance should follow their college's directives/requirements for distance learning courses, and course creators are strongly encouraged to use the OTDI syllabus template.**

☐ **Completed GEN Themes submission forms provided by the Office of Undergraduate Education.** Downloadable GEN Themes submission forms can be found on the Office of Undergraduate Education GEN website. (Please scroll to the bottom of the page and click to expand the "Course Submission Documents and Supportive Materials" menu.)

☐ Within curriculum.osu.edu, please respond to questions about number of credits, campus of offering, prerequisites, and other course details.

- ☐ When considering what number to assign to a course, please make sure to reference the university's course numbering system. Additionally, units should choose a course number that reflects the advanced nature of GEN Themes courses, as courses in these GEN categories should be geared toward students who have completed most of the GEN Foundations and have some collegiate experience.
- ☐ GEN courses are expected to be offer-able on any campus (pending appropriate staffing), so you should check off all regional campuses. If your unit does not wish to offer the course at a specific regional campus, you must upload a brief rationale for this decision to curriculum.osu.edu. This can be part of a cover document or its own document, as appropriate.
- ☐ The number of credits for a course is determined by its meeting schedule and workload— please verify that the listed credits align with the Ohio Department of Higher Education guidance around the translation of meetings and workload to credits and make sense in terms of the expected number (or range) of credits associated with the GEN category.
- ☐ GEN courses should be available to students regardless of major. Therefore, prerequisites are expected to be limited. Major-based prerequisites or exclusions (e.g., must be a major in X program or not open to student in X major) are unacceptable.
- ☐ If a course is offered in multiple departments, please make it clear that a student cannot receive credit for taking the course under the other listing.
- ☐ Because a student will not get GEN credit twice for the same course, the appropriate selection for most Theme courses is that they cannot be repeated for credit.
- ☐ Please select the "length of course" options (e.g. 4 weeks, 15 weeks, etc.) based on reasonable plans for offering it—changing the "length of course" option at a later time does not require full course review and may be easier than selecting all possible choices.

☐ Some courses may require or benefit from additional documentation depending on their special status(es), place within the curriculum and/or their possible overlap with the offerings of other units. This includes (but is not limited to):

- □ Proposal materials requested by University Honors for courses requesting an "H" or "E" (Honors or Honors Embedded) designation.
- □ Proposal materials requested or recommended by the Office of Academic Enrichment-Service Learning for courses with a Service-Learning component. (For further details, please see the Office of Academic Enrichment Service-Learning website.)
- □ Proposal materials requested by the Office of International Affairs for courses with an Education Abroad component. (For further details, please see Office of International Affairs website.)
- □ Concurrences for courses whose subject matter may overlap with the offerings of another unit. (For further details, please see the ASC Curriculum and Assessment Operations Manual Section VI.B.4.)

- □ **(As appropriate) For courses proposing to be included in the Integrative Practice/High Impact Practice (HIP) categories below, please read the rubric and context documents and then submit a complete GEN Integrative Practices inventory appropriate to the pedagogy of the course.** Descriptions, Rubrics, and Course Inventories can be found on the Office of Undergraduate Education website. Please note that the Office of Undergraduate Education and the ASC Curriculum Committee are in the process of revising the required forms for these categories, so course creators should check back often for updates.
  - □ Global and Intercultural Learning: Abroad, Away, or Virtual
    - • **Note:** For all Education Abroad & Away Courses, the College of Arts and Sciences requires a credit hour rationale be provided with the course submission. For more information, please visit the ASC Curriculum and Assessment Services website.
  - □ Interdisciplinary and Integrated Collaborative Teaching
  - □ Research & Creative Inquiry
  - □ Service-Learning
  - □ Instruction in a World Language

If you have questions regarding submitting courses to the GEN program, please feel free to reach out to Michael Hilty (hilty.70@osu.edu) or Rachel Steele (steele.682@osu.edu) in ASC Curriculum and Assessment Services.