

Proficiency and Experience Request Course Based

(Submit this completed form along with all supporting documentation to the Office of the University Curriculum/GEC in G02 Clements Hall)

Name _____ SMU ID Number _____

Telephone _____ E-mail _____ Major _____

Student Signature _____

Date _____

Please circle the Proficiency and Experience you would like to request and complete the checklist to demonstrate how your course based work satisfies the specific requirement:

1. Community Engagement:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Community Engagement.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the two Community Engagement Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has met each one of these two outcomes.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

2. Global Engagement:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Global Engagement.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the Global Engagement Student Learning Outcome, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has helped you achieve this outcome.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

3. Human Diversity:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that that your requested course matches the Basic Course Criteria for Human Diversity.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the Human Diversity Student Learning Outcome, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has met this outcome.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

4. Information Literacy:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Information Literacy.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the two Information Literacy Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has met each one of these two outcomes.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

5. Oral Communication:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Oral Communication.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the three Oral Communication Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has met each one of these three outcomes.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

6. Quantitative Reasoning:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Quantitative Reasoning.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include three of the seven Quantitative Reasoning Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has met each one of these three outcomes.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

7. Writing:

- ☐ Provide the SMU or transfer course number and course title.
- ☐ Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Writing.
- ☐ Describe the relevant course assignments in two or three sentences.
- ☐ Include the four Writing Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your coursework has met each one of these four outcomes.
- ☐ Provide copies of the course syllabus and relevant assignments.
- ☐ Include a current copy of your Degree Progress Report (DPR).

Please note: Approval is not possible in every case. We will contact you by phone or email if more information is needed.

	APPROVED	NOT APPROVED	DATE
ASSOCIATE OR ASSISTANT DEAN FOR THE UNIVERSITY CURRICULUM			