Proficiency and Experience Request
Course Based

(Submit this completed form along with all supporting documentation to the Office of the University Curriculum/GEC in G06 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 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.
   - Pick the Community Engagement Student Learning Outcome that best fits your course and can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has helped you achieve this specific outcome.
   - Provide copies of the course syllabus and relevant assignments.
   - Include a current copy of your Degree Progress Report (DPR). It must be the FULL DPR—not the summary report.

2. **Global Engagement:**
   - Provide the SMU 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.
   - Pick the Global Engagement Student Learning Outcome that best fits your course and can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has helped you achieve this specific outcome.
   - Provide copies of the course syllabus and relevant assignments.
   - Include a current copy of your Degree Progress Report (DPR). It must be the FULL DPR—not the summary report.

3. **Human Diversity:**
   - Provide the SMU course number and course title.
   - Check smu.edu/UCSLOs to be sure that your requested course matches the Basic Course Criteria for Human Diversity.
   - Describe the relevant course assignments in two or three sentences.
   - Pick the Human Diversity Student Learning Outcome that best fits your course and can be found on our website at smu.edu/UCSLOs and provide a concrete explanation of how your coursework has helped you achieve this specific outcome.
   - Provide copies of the course syllabus and relevant assignments.
   - Include a current copy of your Degree Progress Report (DPR). It must be the FULL DPR—not the summary report.

4. **Information Literacy:**
   - Provide the SMU 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). It must be the FULL DPR—not the summary report.

5. **Oral Communication:**
6. Quantitative Reasoning:
   - Provide the SMU 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). It must be the FULL DPR—not the summary report.

7. Writing:
   - Provide the SMU 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 Writing Student Learning Outcome, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your coursework helped you achieve this outcome.
   - Provide copies of the course syllabus and relevant assignments.
   - Include a current copy of your Degree Progress Report (DPR). It must be the FULL DPR—not the summary report.

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

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