

**General Education Policy
or Requirement Rubric Creation/Modification Proposal**

Proposal Details:

Proposal Title: _____
Submission Date: _____
CoGE Decision: _____
CoGE Vote Date: _____

Contact Information:

Proposer One Name: _____
Proposer One Title: _____
Proposer One Department/Unit: _____
Proposer One Email: _____

Proposer Two Name: _____
Proposer Two Title: _____
Proposer Two Department/Unit: _____
Proposer Two Email: _____

Proposal Summary

Summarize in 3 – 5 sentences the new or proposed changes to a general education policy or requirement rubric.

Background and Rationale for Proposal

Explain any relevant background to and reasons for the proposed policy. Indicate whether the policy is a new policy or a revision to an existing policy. If relevant, discuss how the proposed policy relates to existing policies. Identify any legal or regulatory requirements that the proposed policy aims to address.

Stakeholders

List the stakeholders who are most knowledgeable about the subject matter of the proposed policy and/or would be most affected by the proposed policy. For example, you should consult with the Office of the Provost in connection with any proposed policy that directly affects the faculty, and with the Office of General Counsel in connection with any proposed policy with legal or regulatory implications. These stakeholders may be consulted during the development of the proposed policy.

Costs/Resource Requirements

To the extent feasible, identify anticipated cost or resource requirements of the proposed policy, including any human, financial, operational, technological, or other resources that will be needed to carry out the policy.

Defined Terms

List terms that may have specialized meaning in the policy.

Effective Date

What date and which catalogs should this policy affect? Is retroactive application requested? Why?

Responsible Parties

Identifies and provides contact information for the University office or department responsible for overseeing implementation of and ensuring compliance with the policy.

Implementation Procedures, Timeline, & Guidelines

Explains how the responsible parties will implement the policy, gives the timeline for implementation, and sets out any guidelines to be distributed as part of implementation. Please include any implementation costs.

Related Policies & Documents

List or attach related policies or documents, including those of any individual school, college, or other operating unit of the University that will be altered or superseded by the proposed policy. Please also list, to the extent possible, references to policies that will be superseded or modified by the proposed policy. Include accurate and complete information identifying where the related policies appear referenced (e.g., URL to the departmental website, URL to the catalog page).
