**Timeline for the Approval of Courses For Field of Study**

Beginning Fall 2014, proposals to have a course count for Field of Study (FOS) must be submitted to the General Education Committee two semesters before the semester in which the course will be scheduled. That is, proposals for courses to be taught as FOS in the Fall Term (e.g. Fall 2015) should be submitted in the fall of the previous academic year (Fall 2014), and proposals for courses to be taught as FOS in the Spring Term (e.g. Spring 2016) should be submitted in the spring of the previous academic year (Spring 2015).

The purpose of this change is to facilitate greater deliberation, collaboration, and transparency in the process of approving courses for FOS than we were able to achieve in the past, when we labored under the pressures of the timeline for creating the following semester’s schedule. Per the detailed schedule below, the General Education Committee will also be inviting those faculty members proposing a course to meet with the committee when it considers their proposal. This change, too, should enhance the deliberative and collaborative quality of the committee’s work, while also making the reasoning behind its decisions more transparent.

Please review the timelines below and contact the Chair of the General Education Committee if you have any questions or concerns.

For the following Fall Term
- Newly created courses (i.e. courses not already included in the undergraduate catalog) must be submitted for approval by the relevant faculty (A&S, RSB, or Jepson) no later than that faculty’s November meeting. **Courses not approved for academic credit will not be considered for FOS credit.**
- Proposals to have a course count for a Field of Study requirement must be submitted by December 1st.
  - Proposals should be submitted by the Department chair to the chair of the General Education Committee. In submitting the proposal, the department chair certifies that the course has already been approved for academic credit, that the information in the proposal is accurate, and that the relevant department or faculty is committed and able to offer the course as proposed.
  - Faculty members are strongly encouraged to review field-of-study definitions and examples. They may also consult with members of the committee regarding their particular proposals.
- The General Education Committee will meet during the third week of classes in the Spring Term to consider proposals for FOS submitted by the preceding December 1st. The faculty member proposing the course will be invited and encouraged to attend the meeting to briefly speak to how the course addresses the relevant FOS and to answer any questions the committee may have.
If necessary, the General Education Committee will meet again in early February to consider any revisions to proposals considered at the January meeting that it required as a condition for approval. The February meeting will be scheduled so as to allow the Registrar sufficient time to note the approval of courses considered at that meeting in the Course Offerings for the following Fall Term.

For the following Spring Term
- Newly created courses (i.e. courses not already included in the undergraduate catalog) must be submitted for approval by the relevant faculty (A&S, RSB, or Jepson) no later than that faculty’s March meeting. Courses not approved for academic credit will not be considered for FOS credit.

- Proposals to have a course count for a Field of Study requirement must be submitted by April 1st.
  - Proposals should be submitted by the Department chair to the chair of the General Education Committee. In submitting the proposal, the department chair certifies that the course has already been approved for academic credit, that the information in the proposal is accurate, and that the relevant department or faculty is committed and able to offer the course as proposed.
  - Faculty members are strongly encouraged to review field-of-study definitions and examples. They may also consult with members of the committee regarding their particular proposals.

- The General Education Committee will meet during the first full week of April to consider proposals for FOS submitted by April 1st. The faculty member proposing the course will be invited and encouraged to attend the meeting to briefly speak to how the course addresses the relevant FOS and to answer any questions the committee may have.
  - In the event that the General Education Committee receives an inordinately large number of proposals for FOS, it reserves the right to postpone considerations of some of those proposals until a subsequent meeting scheduled for the third week of classes in the following Fall Term.

- If necessary, the General Education Committee will meet again during the third week of classes the following Fall Term to consider any revisions to proposals considered at the April meeting that it required as a condition for approval. This meeting will be scheduled so as to allow the Registrar sufficient time to note the approval of courses considered at that meeting in the Course Offerings for the following Spring Term.