UF UNIVERSITY of FLORIDA

Application Form for General Education and Writing/Math Requirement Classification

Current Information:

I. A.) DEPARTMENT NAME:_____

B.) COURSE NUMBER, and TITLE: _____

C.) CREDIT HOURS: _____   **D.) PREREQUISITES:**_____

E.) CURRENT CLASSIFICATION

1. General Education Code: ☐ B ☐ C ☐ D ☐ H ☐ M ☐ N ☐ P ☐ S ☐ None

2. Writing Requirement: ☐ E2 ☐ E4 ☐ E6 ☐ None

3. Math Requirement: ☐ M ☐ None

Requests:

II. GENERAL EDUCATION

A.) Requested Classification: ☐ B ☐ C ☐ D ☐ H ☐ M ☐ N ☐ P ☐ S

B.) Effective Date: ☐ Fall ☐ Spring ☐ Summer _____(year)

Or

☐ 1-time Approval ☐ Fall ☐ Spring ☐ Summer _____(year)

III. WRITING REQUIREMENT ☐   **MATH REQUIREMENT ☐**

A.) Requested Classification ☐ E2 ☐ E4 ☐ E6

B.) Effective Date: ☐ Fall ☐ Spring ☐ Summer _____(year)

Or

☐ 1-time Approval ☐ Fall ☐ Spring ☐ Summer _____(year)

C.) Assessment:

1.) What type of feedback will be provided to the student (in reference to writing skill)?

_____Grade _____Corrections _____Drafts _____Other

2.) Will a published rubric be used?

IV. ATTACH A DETAILED SYLLABUS

V. SYLLABUS CHECKLIST
Courses that offer students General Education and/or Writing Requirement credit must provide clear and explicit information for the students about the classification and requirements.

A.) For courses with a **General Education** classification, the syllabus should include:

☐ Statement of the General Education Purpose of the Course with attention to the General Education Classification requested

☐ List of assigned General Education Student Learning Outcomes

☐ List of any other relevant Student Learning Outcomes

☐ List of required and optional texts

☐ Weekly course schedule with sufficient detail (e.g. topics, assigned readings, other assignments, due dates)

B.) For courses with **Writing Requirement (WR)** classification, the syllabus should include:

☐ "The Writing Requirement ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."

☐ "Course grades now have two components: To receive writing credit, a student must receive a grade of "C" or higher and a satisfactory completion of the writing component of the course."

☐ A statement or statements indicating that the instructor will evaluate and provide feedback on the student's written assignments with respect to grammar, punctuation, usage of standard written English, clarity, coherence, and organization

☐ Assignment word counts, page lengths, submission deadlines and feedback dates

Additionally, the syllabus must clearly show that the course meets the WR to
☐ Evaluate [2,000/4,000/6,000] written words in assignments during the semester

☐ Provide all feedback on assignments prior to the last class meeting

Important note: The following types of writing assignments **<u>CANNOT</u>** be used to meet the WR: teamwork, exam essay questions, take-home exams, and informal, ungraded writing assignments.

VI. SUBMISSION AND APPROVALS

Department Contact:

    Contact Name:_____

    Phone _____ Email _____

College Contact:

    College Name:_____

    College Contact Name:_____

    Phone _____ Email _____