

Guidelines for Deactivation of General Education Status for a Course

These guidelines are designed to aid faculty in planning deactivation of the **general education status** of a course at SUNY Broome.

Please note: You do NOT need to go through the General Education Committee if you wish to deactivate the **entire** course. If you wish to deactivate a course entirely, you must go through the Curriculum Committee. The General Education Committee will be informed if the course has been approved to be deactivated by Curriculum Committee. **This process is intended for those who wish to deactivate only the general education status of a course, but are planning on keeping the course as part of the catalogue.**

1. You are *strongly encouraged* to contact your General Education Division Representative and/or General Education Chair to aid in the General Education deactivation process.
2. You are *strongly encouraged* to contact the department chair(s) and/or faculty who utilize your course as a General Education course to discuss the impact removing your course as a General Education course will have on their students and program. This will allow you to obtain feedback about possible objections and/or obtain support for deactivation of your course as a General Education course.

Deactivation of General Education Status for a Course Process

1. Obtain the **General Education Course Deactivation Form** on the SUNY Broome General Education website.
2. Complete the deactivation form, obtain all approvals and required signatures (Department, Department Chair and Division Dean).
3. To get your course deactivation proposal on the agenda, the General Education Deactivation Form must be submitted to the Chair of the General Education Committee **at least 2 weeks prior** to the scheduled meeting during which the course will be presented for deactivation.
4. The General Education Committee Chair forwards the GE deactivation proposal form to members of the General Education distribution list.
5. The course proposer is formally invited by the General Education Committee Chair to attend a General Education meeting during which they will briefly present their deactivation proposal and respond to questions from those present at the meeting.
 - a. If the proposer is unable to attend the scheduled meeting, they may select a proxy, or ask their General Education Representative to attend and present the deactivation proposal at the meeting.
6. The submitted "General Education Course Deactivation Form" and the scheduled meeting at which it will be presented will be posted on the General Education Committee website.

7. After the presentation of the proposed course deactivation, the committee will take approximately two weeks to review the request prior to a vote being called. There may be times when a course may continue to be discussed, requiring subsequent meetings, prior to a vote being called, extending beyond this two-week review process.
 - a. The General Education Committee may consult with the department(s) with whom will be impacted with regard to the deactivation as a General Education course.

8. The General Education Committee will inform the Chief Academic Officer, course proposer, and distribution list of the vote results of the general education deactivation status of the course.

Please note: The SUNY Dashboard maintains a listing of general education courses. Regardless of whether a course is active, deactivated, or inactivated, this list does not change. Therefore, the course will remain on the SUNY Dashboard, even if it has been deactivated. **This process is intended only to ensure the listing of general education offerings at SUNY Broome is current and to maintain the integrity of the general education program at SUNY Broome.** The General Education Committee will maintain a list of current general education courses on the General Education website, and update the list accordingly.