



Articulation and General Studies Committee



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## Alabama AGSC Course Proposal Procedure

The following procedure has been established by the AGSC to assist Alabama public institutions of higher education in submitting their courses for designation in the statewide approved general studies curriculum.

### ⊕ STEP 1

Institutions wanting to submit a course should complete the "Course Proposal Form" for each individual course that they would like to have reviewed. For each course submitted, the sending institution should provide the completed/signed proposal form and a copy of the current course syllabus. **This information should be mailed to the following address:**

**AGSC/STARS Administrative Office  
LL Adams Administration Building  
Troy, AL 36082**

### ⊕ STEP 2

Once this information is received and logged into the AGSC Course Database (pending review), a scanned copy of course proposal will be electronically forwarded to the Chair of the appropriate Academic Committee (Note: A hard copy of the proposal will also be sent via regular mail).

### ⊕ STEP 3

Once received by the Academic Committee Chair, he/she will contact the other committee members (by phone, fax, or e-mail) to initiate the review process. If modifications to the course proposal are needed to make a final recommendation, the Chair of the Academic Committee will contact the sending institution and request additional information. Once a recommendation is made, the bottom part of the Course Proposal Form is to be filled out (signed and dated) by the Chair. The signed form with one copy of the course syllabus should then be returned to: **AGSC/STARS Administrative Office (see address above)**

### ⊕ STEP 4

Once a recommendation is received by the AGSC/STARS Office, the AGSC Course Database will be updated to reflect the recommendation (yes or no) made by the Academic Committee.

- IF THE ACADEMIC COMMITTEE RECOMMENDS THE COURSE FOR APPROVAL – The course(s) will be brought before the AGSC for final approval at the next regularly scheduled AGSC meeting. The AGSC meets approximately every 2-3 months (Go to See STEP 5)
- IF THE ACADEMIC COMMITTEE DOES NOT RECOMMEND THE COURSE FOR APPROVAL – The AGSC/STARS Administrative Office will communicate the decision of the Academic Committee to the sending institution. The sending institution can then make the necessary modifications and re-submit the course if they so choose (Go back to STEP 1).

### ⊕ STEP 5

The recommended course(s) will be brought before the AGSC Committee for approval...

- IF APPROVED BY THE AGSC – The Course Proposal Form will be stamped (AGSC

APPROVED), dated, and a copy will be sent to the sending institution. The original copy will be kept on file in the AGSC/STARS Administrative Office. In addition, the AGSC Course Database will be updated to reflect the approval.

- **IF NOT APPROVED BY THE AGSC** – The Course Proposal Form will be stamped (AGSC DENIED), dated, and returned to the sending institution. In addition, the AGSC Course Database will be updated to reflect the denial.

**PLEASE CONTACT US IF YOU HAVE QUESTIONS - 1-800-551-9716 ext 3690**

**AGSC&STARS**

Call Toll Free 1-800-551-9716 ext. 3690

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