**General Education Proposal HOLD Petition Form**

***NOTE****:* This form is to be used to request a hold on a course being proposed for inclusion in the General Education program.

***Directions***: Please complete and submit this form to the Faculty Senate office by the ***Monday, November 6 5:00 p.m.*** You must also notify the Dean and the department/persons who originated the proposal of your intent to place their proposed course or topic on hold. You will then have two weeks to resolve the issue or concern with the other parties involved.

If an agreement or resolution is reached, a Memo of Resolution for the hold will need to be submitted to the Faculty Senate office. If a Memo of Resolution is not received by Faculty Senate within two weeks after the hold has been recorded, the departments involved must appear before the FSGEC at the next scheduled FSGEC meeting for a decision. All parties involved may be asked to submit written handouts to the Faculty Senate office at least 48 hours prior to the scheduled meeting if attendance at an FSGEC meeting is warranted.

Course Number/Title of Proposed Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Petitioner’s Name: Petitioner’s Department:

Hold Justification/Concern/Issue:

List the Department/Program(s) and Dean(s) affected by the hold being placed on the proposed curriculum. You will need to attach written, dated proof that each department and Dean was notified of the hold:

Department/Program Dean Department/Program Dean Department/Program Dean

Faculty Senate Gen Ed Committee Use Only

Date Hold Petition received: Date Memo of Resolution received: Date of FSGEC meeting attended, if necessary: Comments: