**Jax MIX: Minor Changes**

**Minor changes for General Education: Adding a new or existing course to JSU’s signature General Education program, Areas I-IV, called Jax MIX**

Step I—JSU Curriculum Process for a *New Course*

1. New course goes through the regular curriculum process in Courseleaf.
2. Course is approved in Courseleaf.
3. Note: Skip this step if the course you want to add already exists.

Step II—Jax MIX Director and Jax MIX Committee Approval

1. Proposal Form and Syllabus are submitted to the Director of Jax MIX.
2. The Director of Jax MIX reviews proposal with the committee, and they decide whether or not to recommend Jax MIX inclusion.
3. If they do not recommend inclusion in Jax MIX, the Jax MIX Director notifies the proposer.
4. If they recommend inclusion, the Jax MIX Director submits the proposal to the Associate Vice Provost to present to the Undergraduate Curriculum Committee.

Step III—Undergraduate Curriculum Committee (UGCC) Approval

1. The UGCC reviews the proposal and decides whether or not to recommend Jax MIX inclusion.
2. If they do not recommend inclusion in Jax MIX, the Associate Vice Provost returns the proposal to the Jax MIX Director who notifies the proposer.
3. If they recommend inclusion, the Associate Vice Provost presents the proposal to the Deans Council.

Step IV—Deans Council Approval

1. The council reviews the proposal and decides whether or not the course will be included in Jax MIX. **Only academic deans vote**.
2. The Associate Vice Provost records the vote on form, announces the result, and gives the information to the Provost.
3. The Provost reviews and has final approval.
4. If the Provost approves, the Associate Vice Provost sends the completed proposal to the Registrar, who adds the course to the Jax MIX Requirements in the Catalog.

Step III—Articulation Process with [Alabama Transfers](https://alabamatransfers.com/administrators)

1. The Associate Vice Provost contacts the Department Head and provides guidance for the Department Head to complete the Alabama Transfers [Course Proposal Form](https://alabamatransfers.com/administrators).
2. The Associate Vice Provost receives Provost approval of the form.
3. The Associate Vice Provost, who is also the Alabama Transfers Liaison, sends to Alabama Transfers for review.
4. Alabama Transfers approves or disapproves.

**Jax MIX Signature General Education Curriculum**

**Proposed Course Addition:**

**Effective Catalog Year:**

**Proposer:**

**Date:**

**For which Area of Jax MIX is the course proposed?**

\_\_\_\_\_ Communication

\_\_\_\_\_ Experience

\_\_\_\_\_ Expression

\_\_\_\_\_ Inquiry

Please provide the course abbreviation, number, catalog description, and prerequisites and/or corequisites. Attach a copy of the course syllabus.

Please justify inclusion in the general education curriculum.

Record of Jax MIX Committee Vote

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Record of UGCC Vote

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Record of Deans Council Vote (Academic Deans only)

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Associate Vice Provost Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost

\_\_\_\_\_Approved \_\_\_\_\_ Not Approved

Provost Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_