

— Course Add Proposal —  
PLEASE COMPLETE THIS FORM IN RED

A guide for completing this form is located at [www.admin.mtu.edu/em/faculty/courses/proposal\\_guide.php](http://www.admin.mtu.edu/em/faculty/courses/proposal_guide.php)

## 1) Course Information

Is this a half-semester course proposal?      Yes      No

**NOTE:** All half-semester courses must follow rules set in Faculty Senate Proposal 4-00. See Senate website for details:  
<http://www.sas.it.mtu.edu/usenate/propose/03/10-03.htm>

Course Prefix/Number (i.e. MEEM 2110): \_\_\_\_\_

Course Title (abbreviated - used on transcript - Up to 30 characters including spaces)

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Alternative Title for printed Catalog (Up to 100 characters including spaces)

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## 2) Credits

Number of credits assigned to this course \_\_\_\_\_

OR

Range of credits if variable        to        (Number of credits to be taken in a given semester)

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## 3) Schedule

**Contact Hours per Week** (Lec & Rec: 1 credit = 1 contact hour; Lab: 1 credit = 1-3 contact hours. i.e. A 3-credit course may be 2 contact hours of lecture or recitation and up to 3 contact hours of lab OR 1 contact hour of lecture or recitation and up to 6 contact hours of lab)

Lecture

Recitation

Lab

OR

Research Course?      Yes      No

OR

Special Topics Course?      Yes      No

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## 4) Additional Credits

May students receive **additional credits** by taking and passing this course more than once?

No

Yes, for a maximum of \_\_\_\_\_ credits. (Must be a multiple of the course credits, i.e. Research or Special Topics)

Yes, for an unlimited number of credits. (i.e. Music, Varsity sports, etc.)

5) Pass/Fail

Will this course be offered as a **pass/fail option ONLY?** (*grade of S or E*)      Yes      No

6) Cross Listed/Equivalent Course

**Cross Listed:** Is there an identical course offered in a different subject or at a different level?      Yes      No

If Yes, what is the other subject and course number? \_\_\_\_\_

**Equivalent Course:** Does this course replace a dropped course with no change in course content for degree requirements, prerequisites, and repeating purposes?      Yes      No

If Yes, what is the subject and course number of the dropped course? \_\_\_\_\_

7) Corequisites and Prerequisites

**Corequisites** are courses that are **REQUIRED to be taken at the SAME TIME** as this course (courses **MUST** be offered during the same term):

<p>Required corequisite course(s):</p> <p>_____</p> <p>_____</p>
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**Prerequisites** are courses that are **REQUIRED to be taken PRIOR** to enrollment in this course. Select appropriate **box** and use **parentheses** where needed (refer to the guidebook for examples):

<p>Required prerequisite course(s):</p> <p>1 _____</p> <p><input type="checkbox"/> And or <input type="checkbox"/> Or 2 _____</p> <p><input type="checkbox"/> And or <input type="checkbox"/> Or 3 _____</p> <p><input type="checkbox"/> And or <input type="checkbox"/> Or 4 _____</p> <p><input type="checkbox"/> And or <input type="checkbox"/> Or 5 _____</p> <p><input type="checkbox"/> And or <input type="checkbox"/> Or 6 _____</p>
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A **concurrent prerequisite** is a defined prerequisite course (from list above) that **MAY** be taken **EITHER** simultaneously in the same semester **OR** in a prior semester. Indicate below applicable courses.

<p>Concurrent prerequisite course(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**8) Catalog Course Description**

The traditional catalog style description for this course, **up to 40 words**. If course is proposed as a half-semester course, please include that information in the description so students will see it in the printed catalog. Please refer to the **guidebook for examples and suggestions on developing a course description**.

**9) Restrictions**

- If permission is **always required** for registration purposes (a student cannot enter the course without department or instructor signature), please select the appropriate permission.

Do not select unless EVERY STUDENT must get "SIGNED INTO" the class.

Department **OR** Instructor

- Students who register for this course may be restricted by their **College/School OR** their **Major**. Please indicate if any college or major restrictions should be applied to this course. If there are no restrictions please indicate in the check box provided.

**No College/School Restrictions**

Colleges/Schools who MAY NOT enroll (EXCLUDE)

\_\_\_\_\_

-OR-

Colleges/Schools who MAY enroll (INCLUDE)

\_\_\_\_\_

**No Major Restrictions**

Majors that MAY NOT enroll (EXCLUDE)

\_\_\_\_\_

-OR-

Majors that MAY enroll (INCLUDE)

\_\_\_\_\_

\_\_\_\_\_

-- Restrictions continued on next page --

- A restriction may also be placed on **Class Standing** (Freshman, Sophomore, Junior, Senior, Graduate). Please indicate if any class restrictions should be applied to this course. If there are no restrictions please indicate in the check box provided.

**No Class Restrictions**

Class of students who MAY NOT enroll (EXCLUDE)  <hr style="width: 80%; margin: 0 auto;"/> -OR-  Class of students who MAY enroll (INCLUDE)  <hr style="width: 80%; margin: 0 auto;"/>
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**10) Terms Offered** *(Check all that apply)*

Fall                       Spring                       Summer

**OR**                       On Demand

Is this course offered only in alternate years?                      Yes                      No

If yes, what will be the starting academic year? *(i.e. 2004-05)* \_\_\_\_\_

**11) General Education Distribution**

To propose this course for inclusion on a **Distribution List** please add the course to the *New Distribution List Proposal Form* in your department's binder.

**12) Co-Curricular Area**

To propose this course for inclusion on a **Co-Curricular List** please add the course to the *New Co-Curricular List Proposal Form* in your department's binder.

**13) Course Computing or Expendables Fee/Account**

**DO NOT RECORD FEE INFORMATION HERE.** Submit course fee information on the *Course Computing Lab and Expendables Fees for New Courses Form* included in your department's binder at the end of the fee section.

**14) Degree Programs which this course will affect**

List the degrees, minors, and certificates for which this course will be required:

Degree Program(s):
_____
_____
_____
_____
_____

Be sure to make changes on the appropriate degree audits in sections 7 and 8 in your department's binder.

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**15) Course Rationale** *(Required)*

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**16) Faculty Contact**

Faculty proposing this course *(please print)*: Name \_\_\_\_\_

Email \_\_\_\_\_

**DID YOU USE RED INK TO COMPLETE THIS FORM?  
IF NOT, PLEASE HIGHLIGHT YOUR ANSWERS SO NOTHING IS MISSED IN PROCESSING.**