MichiganTech

— 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

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)*

— —

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

— —

— —

— —

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)*

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

4) Additional Credits

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

☐ No

☐ Yes, for a maximum of __2__ 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):

> Required corequisite course(s):
>
> _____
>
> _____

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):

> Required prerequisite course(s):
>
> 1_____
> ☐ And or ☐ Or 2_____
> ☐ And or ☐ Or 3_____
> ☐ And or ☐ Or 4_____
> ☐ And or ☐ Or 5_____
> ☐ And or ☐ Or 6_____

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.

> Concurrent prerequisite course(s):
>
> _____
>
> _____
>
> _____

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) Registration 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**   ☐ **No Major Restrictions**

Colleges/Schools who MAY NOT enroll (EXCLUDE)	Majors that MAY NOT enroll (EXCLUDE)
_____	_____
-OR-	-OR-
Colleges/Schools who MAY enroll (INCLUDE)	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)
>
> _____
>
> -OR-
>
> Class of students who MAY enroll (INCLUDE)
>
> _____

10) Semester(s) Offered

☐ Fall ☐ Spring ☐ Summer *(Check all that apply)*

OR ☐ On Demand

If offered in a specific semester, will the course be offered only in alternate years? ☐ Yes ☐ No

If yes, what will be the starting academic year? *(i.e. 2008-09 or 2009-10)*_____

11) General Education HASS Distribution

To propose this course for inclusion on a **HASS Distribution List** (HASS, HASS Creative Endeavors, or HASS Supplemental) please complete the *New Distribution List Proposal* form in your department's binder.

12) Co-Curricular

To propose this course for inclusion on the **Co-Curricular List** please complete the *New Co-Curricular List Proposal* form in your department's binder.

13) Course Computing Lab and Expendables Fees

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 in which this course will be required or used as an elective: *******

Degree Program(s):

_____

_____

_____

_____

_____

*** Be sure to adjust the appropriate degree audits in sections 7 and 8 in your department's binder.

15) Course Rationale *(Required)*

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.