

## Course Add Proposal form

- This form is used when adding a new course and contains information needed for review and processing.
- Course information should be entered on the form in **red** ink.
- Form may also be completed online under “Course Proposal Guide” at [www.mtu.edu/registrar](http://www.mtu.edu/registrar). Print form using a color printer.
- Enter proposed fee information on the Course Computing Lab and Expendables Fees for New Courses form, located at the end of the fees section.

### 1) COURSE INFORMATION

- Half Semester Course Proposal Indicator:** All half-semester courses must follow the guidelines established in Faculty Senate Proposal 4-00. See the Senate website for detail:  
<http://www.sas.it.mtu.edu/usenate/propose/03/10-03.htm>
  - Course Prefix:** Indicates the academic discipline of the course, typically the department offering the course; may also be an academic discipline within a School where there are no separate departments, i.e. multiple prefixes in the School of Business (BA, EC) or Technology (MET, CMG, etc.). New prefixes must be requested through the Registrar’s Office and are subsequently approved by the Provost.
  - Course Number:** The first digit indicates the level at which students normally take the course, the remaining 3 digits may be determined by the academic departments. Number designations are:
    - 0001-0099 Non-degree credit courses – These numbers are used for pre-college, remedial, developmental, or preparatory courses used to assist students where areas of basic skills require improvement without earning credit toward a degree.
    - 1000-1999 First-year undergraduate courses
    - 2000-2999 Second-year undergraduate courses
    - 3000-3999 Third-year undergraduate courses
    - 4000-4989 Fourth-year undergraduate courses
    - 4990-4999 Special topics, undergraduate degree level
    - 5000-5989 Masters level graduate or professional courses
    - 5990-5999 Research and thesis, masters degree level
    - 6000-6989 Doctoral level graduate courses
    - 6990-6999 Research and dissertation, doctoral degree level
  - Course Title:** The primary title for the course. This title appears on the student’s transcript, class lists, Schedule of Classes, and most course, schedule, and registration reporting. The title should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 30 characters, including spaces.
  - Alternative Title for Catalog:** The full title of the course that appears in the catalog. The title should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 100 characters, including spaces. *This title is not necessary if it is identical to the Course Title.*
- 2) **CREDITS:** The units used to measure course work and the number of semester credit hours that can be earned by students who successfully complete the course. A course may have either a fixed number of credit hours or a variable number of credit hours.

**Number of Credits Assigned to this Course:** If credit hours are fixed, enter the number of credits and complete the *Contact Hours per Week* boxes in section 3. Credits must be 1.0 or greater, in whole credits, with the exception of some co-curricular offerings.

OR

**Range of Credits if Variable:** If credit hours are variable, enter the range of credits that students may take the course for in a given semester and select either *Research Course* or *Special Topics Course* (including Independent Study) in section 3. Credits must be 1.0 or greater, in whole credits.

### 3) SCHEDULE

**Contact Hours per Week:** The number of hours (1 contact hour = 50 minutes) scheduled per week that students of the course are in contact with their instructor.

If the course is in a time frame other than a 14-week semester the contact hours must be equivalent to a semester experience.

- **Lecture:** Class format in which the instructor takes the lead role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. One credit hour is assigned for each contact hour (50 minute meeting time) per week.
- **Recitation:** Class format that involves one instructor to a smaller group of students. A certain amount of interaction and discussion is expected between the instructor and students. One credit hour is assigned for each contact hour (50 minute meeting time) per week.
- **Laboratory:** Class format in which the primary emphasis is on doing or observing, with the majority of the course activity placed on the student, under the direction and supervision of an instructor. The purpose of the activity is to provide first-hand experience, develop and practice skills, translate theory into practice, and develop, test, and apply principles. Laboratory and field courses are typically assigned one credit for 50-170 minutes (one to three contact hours), two credits for sections ranging from 170-230 minutes (three to four contact hours), and three credits for those ranging from 170-290 minutes (three to five contact hours). The variation in time-to-credit is intended to reflect both the intensity of the laboratory experience and the time required out of class to develop reports. Field classes typically carry the same or fewer credits per class hour compared to laboratory classes since time is often spent in transit and in other relatively low intensity learning activities.

OR

**Research Course:** A graduate or undergraduate level course where individualized or collective research is done.

OR

**Special Topics Course:** A course that allows for a special title and focus, which may be different from section to section. Special topics courses are typically used to take advantage of visiting professor expertise, independent study, or to offer a course on a trial basis before proposing it as a permanent course.

- 4) **ADDITIONAL CREDITS:** Indicates whether a course may be repeated for additional credits and how many credits a student may earn by taking and passing the course more than once. Courses may be repeated for a maximum amount (in increments of the total course credits) or for an unlimited number of credits.
- 5) **PASS/FAIL:** Indicates if the course is offered in a Pass/Fail grade mode only. Course credits and grade are not calculated in the student's GPA. This option should only be used if all students who take the course will be taking it under the pass/fail grade mode.
- 6) **CROSS LISTED/EQUIVALENT COURSE**
- a. **Cross Listed Course:** Indicates when the course is offered by more than one academic department. Cross listed courses are identical in title, course content, and format and have identical course numbers; the only difference being the course prefix. Courses may also be cross listed between graduate level and undergraduate level within an academic department; the only difference being the first digit of the course numbers (i.e. SS4123 and SS5123) with the last three digits being identical.
- b. **Equivalent Course:** A course that has been dropped and contains the same course content as the proposed course. If course content changes, then courses cannot be equivalent. Equivalent courses typically happen when a course is changed up or down a level (from a 2000-level to a 3000-level course) or when a course changes departments (CMxxxx changes to CHxxxx).
- 7) **COREQUISITES AND PREREQUISITES**
- a. **Corequisites:** Courses that **MUST** be taken together in the same semester. Corequisites do not have to be reciprocating. i.e. students may be required to take a certain lecture if they choose to take a certain lab, however students who choose to take the lecture may not necessarily be required to take the lab.
- b. **Prerequisites:** Courses that are required to be taken prior to taking this course. The prerequisite course provides a foundation of knowledge in preparation for this course.
- c. **Concurrent Prerequisite:** A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as this course.
- 8) **CATALOG COURSE DESCRIPTION:** Brief description stating the major emphasis of a course that appears in the catalog, one paragraph long, 40 words or less. See "Writing a Course Description" for more information.
- 9) **REGISTRATION RESTRICTIONS:** Restrictions placed on registration/enrollment in a course; may be inclusive or exclusive. May require permission to enroll or may indicate the type of student who is or is not eligible to enroll. These include:
- Department Permission
  - Instructor Permission
  - College/School Restrictions
  - Major Restrictions
  - Class Restrictions (freshman, sophomore, junior, senior, graduate)

- 10) **SEMESTER(S) OFFERED:** Indicates which part(s) of the academic year the course will be taught – Fall, Spring, Summer, or On Demand. On Demand indicates that the course will be taught when there is sufficient interest, regardless of the semester.
- Select either a semester(s) OR “On Demand”. Do not select both.
  - If a specific semester is selected and the course is going to be offered in alternating years, check the “Yes” box and indicate the academic year in which the course will first be offered.
- 11) **GENERAL EDUCATION DISTRIBUTION:** This area is used as a reminder to complete the *New Distribution List Proposal* form if the course is being proposed for inclusion on the General Education HASS Distribution list or for the HASS Creative Endeavors or HASS Supplemental lists.
- 12) **CO-CURRICULAR:** This area is used as a reminder to complete the *New Co-Curricular List Proposal* form if the course is being proposed for the General Education Co-Curricular List.
- 13) **COURSE COMPUTING LAB OR EXPENDABLES FEES:** This area is used as a reminder to complete the *Course Computing Lab and Expendables Fees for New Courses* form, located at the end of the fee section in the curriculum binder.
- 14) **DEGREE PROGRAMS WHICH THIS COURSE WILL AFFECT:** A list of degrees, minors or certificate programs in which this course will be used as a requirement or an elective.
- 15) **COURSE RATIONALE:** A brief statement explaining the need and purpose of the course.
- 16) **FACULTY CONTACT:** Provide the name of the faculty proposing the course and the corresponding e-mail address.