

Course Proposal Guide

This reference guide is designed to help academic departments and programs initiate course changes at Michigan Technological University.

Specifically, this manual provides guidance on how to:

- ▣ **propose a new course**
- ▣ **modify an existing course**
- ▣ **delete an existing course**
- ▣ **change or add course fees**

Please contact us with any questions you may have at: registrar@mtu.edu

Course Proposal Checklist

The Course Proposal Checklist form lists active courses for a given department and is included in the curriculum binder. The list is helpful in ensuring that no proposals are misplaced during the curriculum binder process.

Place a checkmark next to each course that is proposed to be changed or dropped.

List all NEW courses being proposed in your curriculum at the end of the Course Proposal Checklist.

Course Information – Change/Drop form

- This form is used to drop a course or to make changes to an existing course. The forms are produced reflecting the current catalog information on file with the Registrar's Office.
- Changes are made directly to the appropriate item on the form in **red** ink.
- If new course fees or changes to the current fees are being proposed, the appropriate information must be added to the Course Computing Lab and Expendables Fees for New Courses form as part of the Course Proposal process.

1) **COURSE INFORMATION:** Course prefix, course number and course title are displayed.

No Change **Change Course** **Drop Course:** Place a check on the appropriate line indicating the action being taken, if any, on the course.

Are you replacing this drop with another course?: If the course is being dropped AND the dropped course is being replaced by another course as a direct equivalent circle 'Y' (yes) and list the course on the line provided; otherwise circle 'N' (no).

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 share 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.

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 Catalog Title: 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:**

- a. **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. Credits must be 1.0 or greater, in whole credits, with the exception of some co-curricular offerings. If the credits are changed it may be necessary to change the class hours.
- b. **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 (two to four contact hours), and three credits for those ranging from 170-290 minutes (four to six 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.

c. **Research Course:** A course where individualized or collective research is done.

- **Undergraduate Research:** Class format in which students are engaged, under the leadership of an instructor, in highly individualized or collective research that may continue for more than one semester. This is typically independent research under the guidance of a faculty member.
- **Master's Degree Thesis Research:** Highly individualized, investigative study that typically continues for more than one semester. The student and their research faculty advisor agree upon the scope and breadth of the research.
- **Doctoral Degree Dissertation Research:** Highly individualized, investigative study that typically continues for more than one semester. The program of study and research will be planned and supervised by an Advisory Committee.

d. **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.

3) **ADDITIONAL CREDITS – PASS/FAIL:**

- a. **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.
- b. **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.

4) **REQUISITES:** Indicates if other courses are required prior to, or in conjunction with, taking this course.

- a. **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.
- b. **Concurrent Prerequisite:** A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as this course.

- c. **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.
- 5) **CATALOG DESCRIPTION:** Brief description stating the major emphasis of the course that appears in the catalog, one paragraph long, 40 words or less. See "Writing a Course Description" for more information.
- 6) **REGISTRATION RESTRICTIONS:** Restrictions placed on enrollment in the course. 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
 - Student level restrictions (i.e. undergraduate level or graduate level)
- 7) **SEMESTERS OFFERED:** Indicates which part(s) of the academic year the course will be taught – Fall, Spring, Summer, or On Demand. Also indicates if course is offered in alternating years.
- 8) **FEES:** This area is used as a reminder to complete the *Course Computing Lab and Expendables Fees* form when there is a new fee or change to an existing fee. Do not make fee changes on the Course Change/Drop form as course fees are reviewed through a separate process.
- 9) **DISTRIBUTION LIST:** Indicates if the course is currently on the general education HASS Distribution List (HASS), the HASS Creative Endeavors list (CREA), or the HASS Supplemental list (SUPP). Complete the *New Distribution List Proposal* form to request that a course be added to the HASS list.
- 10) **RATIONALE FOR CHANGING OR DROPPING THIS COURSE:** Include a brief statement explaining the purpose for changing or dropping this course.
- 11) **COURSE(S) THAT USE XXNNNN AS A PREREQUISITE:** A list of courses that use this course as a prerequisite. Acknowledgment of course change(s) is required from each academic department offering courses on this list.
- 12) **COURSE(S) THAT USE XXNNNN AS A COREQUISITE:** A list of courses that use this course as a corequisite. Acknowledgment of course change(s) is required from each academic department offering courses on this list.

Course Computing Lab and Expendables Fees Form

The Course Computing Lab and Expendables Fees form lists current courses and any associated fees. The form is used to ensure that all new and/or changed fees are forwarded to the appropriate channels for review and approval. All changes to the form should be made in RED ink.

Note: Complete the "Course Computing Lab and Expendables Fees for New Courses" form at the back of this section for any new courses for which fees are being proposed.

- 1) **Course:** The curriculum course identifier.

- 2) **Fee information:** If there is only one fee, 'Fee One' is used (this can be either a computing or expendables fee). If there are both a computing fee and an expendables fee or two computing fees or two expendables fees, both 'Fee One' and 'Fee Two' are used.
 - a. Fee One Amount: The dollar amount of the fee.
 - b. Fee One Percent: If there is only one fee this will be 100%. If there are two fees this is the percentage of the total fee (Fee One + Fee Two) that is credited to the Fee One account.
 - c. Fee One Account: The MTU account number to which collected fees are credited.
 - d. Fee Two Amount/Percent/Account: same type of information as Fee One, described above, when applicable.
 - e. Total: The total dollar amount of Fee One and Fee Two combined

- 3) **Rationale for change:** Explain the purpose of the change or new fee. This is required as part of the review process for all new and existing courses.

Fees are reviewed/approved by the Chief Information Officer.

Writing a Course Description

Course Descriptions should be brief; forty words or less. The only essential element is a sentence fragment to generally describe the course content. Example:

GE 3850 Geologic and hydrologic factors controlling the occurrence, movement, and development of subsurface water. Quantitative methods for analyzing groundwater systems are introduced.

Optional items that may be included:

- A more specific sentence ("Topics include..." [2 or 3 should suffice] or "Emphasis on...")
- Recommended equipment ("TI-85 recommended" or "Students must provide their own bow.")
- Course is only a half-semester course, if applicable, and what half it is offered ("Course is offered second half of Spring semester.")

What not to include:

- Entire course content. Save the detailed descriptions for the syllabus.
- Wasted words:
"Introduction to" or "Advanced study of" if they duplicate the course title

Introductory phrases such as "Students enrolled in this course will perform..." or "Students will be introduced to..."
- Vague words:
"empower," "state-of-the-art," "issues," "intensive"
- Cliches:
"unique experience," "today's global society," "the twenty-first century"

Changing an Existing Course vs. Creating a New Course

New courses should be created under the following circumstances:

- course content is different from an existing or previously offered course
- course credit hours change up or down by more than one credit hour
- two courses (i.e. a lecture course and a lab course or two lecture courses) are combined into one course
- one course is split into two courses (i.e. a lecture/lab combo is split into a lecture course and a lab course or a lecture course is split into two lecture courses). Both new courses must have new numbers. Do not reuse the original course number for one of the new courses.

The following situations do **NOT** warrant the creation of a new course:

- minor adjustments to course content
- change of title if course content essentially remains unchanged
- changing prereqs or other course restrictions
- addition of a course and/or lab fee

Once a course number is used, it becomes part of academic history and cannot be used again for a different course.

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. 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.

Glossary of Terms

Catalog Description: Brief description stating the major emphasis of a course that appears in the catalog, one paragraph long, 40 words or less.

Catalog Title: The full title of a course that will appear in the catalog and the online course descriptions. Limited to 100 characters, including spaces. *This title is not necessary if it is identical to the Course Title.*

Class (student): Undergraduate student's classification or level in regard to number of credits earned. Freshman: 0-29.9 credits, Sophomore: 30-59.9 credits, Junior: 60-89.9 credits, Senior: 90 or more credits.

Co-curricular Course: A course designation for courses fulfilling General Education Co-curricular activity requirements. Three co-curricular credits are required for graduation. A Co-curricular course involves the same time commitment as an academic semester credit, but is not included in the calculation of the GPA, nor is it included in the number of credits required for graduation. These courses are only offered as Pass/Fail courses. A list of approved co-curricular courses is in the Undergraduate Catalog and available on the Registrar's Office website.

Concurrent Prerequisite: A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as the course for which it is a prerequisite.

Contact (class) Hours: The number of hours (1 contact hour = 50 minutes) scheduled per week that students of the course are in contact with their instructor. Lecture and recitation courses are based on the instructional contact hours per semester. One class meeting of 50 minutes per week is assigned one credit.

Laboratory courses typically assign 1 credit for 50-170 minutes (1-3 contact hours), 2 credits for sections ranging from 170-230 minutes (3-4 contact hours), and 3 credits for those ranging from 170-290 minutes (3-5 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.

Courses in time frames other than a 14 week semester must have contact hours which are equivalent to a semester experience.

Co-op: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student. Specific position description must be approved by the University Career Center and evaluation is shared by the academic department and University Career Center/Co-op Coordinator.

Corequisite: 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.

Course: A unit of instruction or research through which the university educational program is offered to students. This may include a series of lectures, discussions and/or labs designed to instruct students in a particular subject. The required approval must be obtained to add or modify any course.

Course Level: Indicates the type of instruction taking place. UG – Undergraduate, GR – Graduate.

Course Number: A series of 4 numbers that identify a course offered by the University. The course number is always preceded by the course prefix. The first digit indicates the level at which students normally take the course, the remaining 3 digits may be determined by the academic departments. Once a course number has been used it can never be used for a different course. 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 courses

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 Prefix: A series of 2-4 letters that identify the academic discipline of the course. The course prefix always precedes the course number. Typically the prefix indicates the academic department, or academic discipline within a school, offering the course. Unique descriptors include IS = International Study and UN = University-wide (interdisciplinary). New prefixes must be requested through the Registrar's Office and approved by the Provost and Vice President for Academic Affairs.

Course Title: A brief concise statement on content, used as 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. It should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 30 characters, including spaces.

Credits: Units used to measure course work and the number of semester credit hours that can be earned by students who successfully completes the course. A course may have a fixed number of credit hours or a variable number of credit hours. Credits must be whole credits of 1.0 or greater with the exception of some co-curricular offerings.

Credits (Additional): The number of credits that a student may earn by taking and passing a repeatable course more than once. An unlimited number of credits is specified when course may be repeated for an unlimited number of times.

Cross Listed Course: A course that 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. These may or may not be team-taught by two or more academic departments. 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.s. SS4123 and SS5123) with the last three digits being identical.

Distribution List: A course approved and designated to the Humanities, Arts, and Social Sciences (HASS) list, HASS Creative Endeavors list, or the HASS Supplemental list. Students are required to take 15 credits of 'Distribution' courses following specific rules. Rules and course lists are available in the undergraduate catalog and on the Registrar's Office website.

Equivalent Course: A course that has been designated by the academic department offering the course as identical to another course, either active or ended.

Field Course: A course that is offered in an off-campus field location which may or may not include classroom studies.

Independent Study: Individualized plan of study that is not addressable through regularly established curriculum. Faculty member and student establish the goals, scope and expectations of the study.

Internship: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student. Specific position description must be approved by academic department and evaluation is shared by instructor and supervisor.

Laboratory (Lab): A class format where the primary emphasis on learning is 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.

Lecture (Lec): A 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. Student interaction is accommodated as circumstances permit.

Major: A student's primary field of study, such as Civil Engineering or Business.

New Course: Any course that has not been taught before. The course content must be significantly different from previous courses in order to be proposed as a new course. A course proposal form must be completed, submitted, and approved in order to teach a new course.

On Demand: Indicates that a course will be offered when demand is strong enough to support the offering. Courses offered on demand do not have any assigned semesters to be offered.

Pass/Fail: Pass/Fail is a grading option for assessing student performance in a course. A final grade of passing indicates that the student completed the work satisfactorily but the course credit/grade is not figured in the student's GPA.

Permission: Indicates a signature must be obtained by the appropriate approving body, typically the department or instructor.

Practicum: Practical training in a specialized area of study, under the supervision of an instructor and/or experienced professional.

Prerequisite: A course that is required to be taken prior to taking another defined, typically more advanced course. Ideally, the prerequisite course provides a basis of understanding for the more difficult course that follows.

Professional Development Course: A course designed for practicing professionals in the field and is not required in any MTU degree program. Course may be held on or off campus and is typically shorter in duration than non-professional development courses. The office of the Provost provides guidance on the appropriateness of establishing a specific course in this category.

Rationale: A brief statement explaining the need and purpose of the action being taken.

Recitation (Rec): A 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.

Registration restrictions: Limits placed on the registration/enrollment in a course. May require permission to enroll or may indicate the type of student who is or is not eligible to enroll.

Repeatable course: A course allowed within registration rules to be repeated for additional credit.

Requisites: See Concurrent Prerequisite, Corequisite, Prerequisite.

Research (Doctoral Degree Dissertation): Highly individualized, investigative study that typically continues for more than one semester. The chosen field of study will represent a significant contribution of the cumulative knowledge of the field. The program of study and research will be planned and supervised by an Advisory Committee.

Research (Master's Degree Thesis): Highly individualized, investigative study that typically continues for more than one semester. The student and their research faculty advisor agree upon the scope and breadth of the research.

Research (Undergraduate): A class format in which students are engaged, under the leadership of an instructor, in highly individualized or collective research that may continue for more than one semester. This is usually independent research under the guidance of a faculty member.

Revised Course: A course which has been revised since its inception. Revisions include, but are not limited to the following:

- Addition/Removal of registration restrictions
- Addition/Removal of prerequisites/corequisite
- Addition/Removal of permissions
- Addition/Removal of repeatable status

NOTE: Courses requiring a change in title (other than *minor* adjustment), credits, or course content may require the creation of a new course. Contact the Registrar's Office for guidance in this situation.

Semesters Offered: Indicates which part(s) of the academic year the course is taught – Fall, Spring, Summer.

Special Topics Course: A class 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.

Variable Credit Course: Provides a range of credits for which a student may enroll in a given semester. Variable credit courses are typically research or special topics courses.

— 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 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):

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 _____ <input type="checkbox"/> And or <input type="checkbox"/> Or 2 _____ <input type="checkbox"/> And or <input type="checkbox"/> Or 3 _____ <input type="checkbox"/> And or <input type="checkbox"/> Or 4 _____ <input type="checkbox"/> And or <input type="checkbox"/> Or 5 _____ <input type="checkbox"/> And or <input type="checkbox"/> 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)

-OR-

Colleges/Schools who MAY enroll (INCLUDE)

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;"/>

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)*

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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.**