



## — Course Add Proposal — PLEASE COMPLETE THIS FORM IN **RED**

A guide for completing this form is located at <http://www.mtu.edu/registrar/faculty-staff/course-proposal/>

### 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:  
<https://www.mtu.edu/senate/policies-procedures/proposals-year/2002-03/10-03.pdf>

**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)

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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

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**6) Cross/Dual Listed Course**

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

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

**Dual Listed:** Is there a course offered at a different level? ☐ Yes ☐ No

If **yes**, what is the other course number? \_\_\_\_\_

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**7) 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? \_\_\_\_\_

## 8) 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):

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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.**

Required prerequisite course(s):

1 \_\_\_\_\_

☐ And ☐ Or 2 \_\_\_\_\_

☐ And ☐ Or 3 \_\_\_\_\_

☐ And ☐ Or 4 \_\_\_\_\_

☐ And ☐ Or 5 \_\_\_\_\_

☐ And ☐ 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):

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### 9) Catalog Course Description

The traditional catalog style description for a course is limited to **350 characters including spaces**. If course is proposed as a half-semester course, please include that information in the description. **Please refer to the Course Proposal Guide for examples and suggestions on developing a course description.**

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### 10) 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**

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)

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-OR-

Class of students who MAY enroll (INCLUDE)

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**11) 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. 2014-15 or 2015-16)

## 12) Essential Education

Is this course being proposed for Essential Education? Yes ☐ No ☐

Essential Education proposal forms are available at: <http://www.mtu.edu/registrar/faculty-staff/course-proposal/>.

### 13) Course Computing Lab and Expendables Fees

**DO NOT RECORD FEE INFORMATION HERE.** Submit new course fee information on the New Course Fees Form available at: <http://www.mtu.edu/registrar/faculty-staff/course-proposal/>.

#### 14) Course Learning Objectives (Required)

**Upon successful completion of this course, students will be able to:**

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**15) 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):

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

### 16) Course Rationale *(Required)*

### 17) 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.**