

New Course Proposed for General Education Credit

1. Title of Course:

Proposed Course Number (must be approved by Registrar):

Course Type: Lecture/Lab/Studio/Independent Study/Research/Practicum/Clinical/Performance/Other

Pre-Requisite(s): **Minimum acceptable grade required for any prerequisite(s):**

Co-Requisite(s):

Other Course Restrictions (junior standing, majors only, etc.):

Credit Hours: **Please justify.**

Is the course cross-listed? **If so, with what course(s)?**

Is the course repeatable for credit toward graduation? **If so, is there a limit to the number of times?**

Will the course carry any fees? **If so, how much?** **Please explain.**

2. Course Description as it will appear in the Catalog:

3. Attach a sample syllabus that includes:

- **A statement of purpose**
- **Course learning objectives and how the objectives will be accomplished**
- **Textbook and reference information**
- **A weekly content and assignment calendar**
- **A grading schematic and any additional information relevant to this review.**

4. What General Education Core Student Learning Outcome(s) will the course address? How will the student learning outcome(s) be assessed? (The syllabus should explicitly address these points.)

5. For whom is the course primarily intended?

6. How does this course fit into the program requirements (elective, required for major, elective for another program, required by another program, etc.)?

7. How will the addition of this course affect the total hours required for graduation?

8. When and on what rotation will the course be offered?

9. What is the anticipated enrollment for this course?

10. How will the course be staffed?

11. Will the course require any special equipment, particular classroom, or costs beyond those usually associated with a course at MMC? If yes, please explain.

PLEASE COMPLETE A SEPARATE FORM FOR EACH NEW COURSE PROPOSED

Existing Course Proposed for General Education Credit

- 1. Title of Course:**
- 2. Course Description as it Currently Appears in the Catalog:**
- 3. What General Education Core Student Learning Outcome(s) will the course address?**
- 4. How will the learning outcome(s) be assessed?**
- 5. Attach a sample syllabus that includes:**
 - **A statement of purpose**
 - **Course learning objectives and how the objectives will be accomplished with explicit focus on General Education Core Learning Outcomes, how they will be accomplished, and how they will be assessed**
 - **Textbook and reference information**
 - **A weekly content and assignment calendar**
 - **A grading schematic and any additional information relevant to this review.**

PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE PROPOSED

Proposed Revision(s) to an Existing General Education Course

1. Title of Course:
2. Course Description as it Currently Appears in the Catalog:
3. Check and Supply a Rationale for All that Apply:
 - Course Title Change
 - Substantive Change to Course Description
 - Course Number Change
 - Credit Hour Change
 - Pre- or Co-Requisite Change
 - Added or Deleted Cross-Listing
 - Delete Course from Catalog
 - Other
4. How will the proposed change affect the General Education Core Student Learning Outcome(s) addressed by this course?
5. How will the proposed change affect the assessment of the General Education Core Student Learning Outcome(s) addressed by this course?
6. Revised Course Description as it Will Appear in the Catalog:

PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE PROPOSED

Proposed Revisions to a Program that Will Affect the General Education Core

1. Which category or categories best describe the program change being proposed:

Changes to

- Major
- Minor
- Concentration
- Certificate
- Interdisciplinary Program
- Other

2. Summarize the changes being proposed and the rationale for the changes:
3. How will the proposed changes affect the General Education Core Requirements and/or the General Education Core Student Learning Outcomes?
4. Will the proposed changes affect other programs? If so, which ones? Have the affected programs been consulted?
5. Will the proposed changes add any new courses? If so, attach the appropriate forms.
6. Will the proposed changes revise any existing courses? If so, attach the appropriate forms.
7. Please attach current Catalog copy edited to indicate clearly the proposed changes (either an edited Word document tracking changes or a legible hand-edited copy).