



COURSE

New Course or Major Revision to Existing Course Undergraduate Curriculum Routing Form

Revised May 2020

This is a New Course Revised Course

Course: (if revision, as listed in current catalog)	
Department: (as listed in current catalog)	
College: (as listed in current catalog)	
Originator's Name:	<ul style="list-style-type: none">• Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.• Do not alter the proposal form language and formatting in any way. If the form is altered it will be returned for revision.• It is the Originator's responsibility to track a proposal through the approval process.

Signatures: The Originator and the Departmental Curriculum Committee Chair will review, complete the checklist, and sign on the "COVER SHEET" pages. If question F1 or F2 in section V is answered yes, then the Originator must have a representative from Information Technology (GH 110) sign the "COVER SHEET" before it is submitted to the department curriculum committee.

Department Chair/Associate Dean

Date

College Curriculum Committee

Date

Dean

Date

Teacher Ed. Council (if the course is required in any secondary education program)

Date

Once the proposal has been approved through the above levels, submit the document to the Office of Undergraduate Education & Student Success: undergraduate@moreheadstate.edu.

University Undergraduate Curriculum Committee

Date

Vice President for Academic Affairs

Date

COVER SHEET

Course: <small>(as listed in current catalog)</small>	
Department: <small>(as listed in current catalog)</small>	
College: <small>(as listed in current catalog)</small>	

- Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.
- Any proposal with a teacher education component must be routed through the Teacher Education Council.
- Edits to the proposal may be requested at any level of review. Such edits should be made by the Originator of the proposal. The Originator may be asked to address questions (in writing or in person) at any level of review.
- Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.
- It is the Originator's responsibility to track a proposal through the approval process.

The Originator will review the final document and complete the checkboxes on the left side of the page, sign and date below, and submit the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page. After approval by the Departmental Committee: sign and date below, and submit the complete proposal to the Department Chair/Associate Dean.

**Department Curriculum
Committee Chair**

Originator

<input type="checkbox"/>	The proposal is requesting to either create a new course or requesting a major change to an existing course. <i>Major changes modify course content or the course formula.</i> If you are preparing a new experimental course/workshop proposal, please use the "New Experimental Course/Workshop" form.	<input type="checkbox"/>
<input type="checkbox"/>	The course being created or revised is not a General Education Course. Please contact the Office of Undergraduate Education and Student Success if you wish to create or modify a general education course.	<input type="checkbox"/>
<input type="checkbox"/>	If a new course, the Office of the Registrar has been contacted to verify availability of the course number.	<input type="checkbox"/>
<input type="checkbox"/>	The curriculum proposal form has not been altered (formatting, font, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	If an Information Technology signature is required, it has been obtained.	<input type="checkbox"/>
<input type="checkbox"/>	If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	<input type="checkbox"/>
<input type="checkbox"/>	Grammar, spelling, punctuation, sentence structure, etc. is accurate.	<input type="checkbox"/>
<input type="checkbox"/>	The course title, department, and college names correspond to the current catalog.	<input type="checkbox"/>
<input type="checkbox"/>	Course teaching workload, formula, and semesters taught are specified.	<input type="checkbox"/>
<input type="checkbox"/>	The course description EXACTLY matches the course description stated in the syllabus.	<input type="checkbox"/>
<input type="checkbox"/>	The impacted departments, programs, the individuals notified, and the method of notification are listed. Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, shares staff and/or resources.	<input type="checkbox"/>
<input type="checkbox"/>	Responses are complete and applicable for each question.	<input type="checkbox"/>
<input type="checkbox"/>	If the course requires the use of live animals, the IACUC form is attached.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus starts on a separate page.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains a heading to reflect "Morehead State University" as well as college, school, and/or department.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the course title and course number (exactly as listed in the proposal).	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the academic term with date.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the instructor's name.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the office location.	<input type="checkbox"/>

<input type="checkbox"/>	The syllabus contains the instructor's office phone number and office hours schedule.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the email address and URL for the instructor's personal web site, if applicable.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the revised course description and it exactly matches the course description on the proposal. If there is no revision to the course description, it exactly matches the course description in the current catalog.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the intended student learning outcomes related to program objectives as specified in the catalog.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the methods by which the achievement of each student learning outcome listed on the syllabus will be measured. List each activity and the assessment method for that activity. For example: 1. Students will write a term paper; scored by a rubric; or 2. Students will complete an exam; objective test.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains a week by week or day by day course calendar with specific content, assignments and/or exams highlighted.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains a grading description and distribution (please be very specific).	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains a course attendance policy (please be very specific and ensure compliance with UAR 131 Excused Absences Policy).	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the following Campus Safety Statement: Campus Safety Statement Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at: http://www.moreheadstate.edu/emergency/	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the following academic honesty policy: Academic honesty: All students at Morehead State University are required to abide by accepted standards of academic honesty. Academic honesty includes doing one's own work, giving credit for the work of others, and using resources appropriately. Guidelines for dealing with acts of academic dishonesty can be found in the academic catalog.	<input type="checkbox"/>
<input type="checkbox"/>	The syllabus contains the following policy for accommodating students with disabilities: Americans with Disabilities Act (ADA) Students with disabilities are entitled to academic accommodations and services to support their access and safety needs. The Office for Disability Services in 202 Adron Doran University Center coordinates reasonable accommodations for students with documented disabilities. Although a request may be made at any time, services are best applied when they are requested at or before the start of the semester. Please contact Disability Services at 606-783-5188 or e.day@moreheadstate.edu or visit their website at www.moreheadstate.edu/disability .	<input type="checkbox"/>
<input type="checkbox"/>	The entire proposal including syllabus is saved as one document.	<input type="checkbox"/>

My signature verifies that I have reviewed the proposal and it is ready to go to the next level.

Originator

Approval Date

Department Curriculum Committee Chair

Approval Date

COURSE

New Course or Major Revision to Existing Course

This outline is to be used when a new course is proposed or when a major change is proposed to an existing course. If you are preparing a *new* experimental course/workshop proposal, please use the New Experimental Course/Workshop form. This outline is not to be used for General Education Courses. Refer to the General Education web site.

I. COURSE INFORMATION

- The course title should only be 30 characters.
- The following are definitions of terms related to courses:
 - **Petition required** – requires permission from the Department Chair to enroll in a section of the course.
 - **Equated** – two different courses with the same content at the same level with different prefixes.
 - **Restricted** – program admission is required and/or must have Department Chair approval.
 - **Formula** – (3-0-3) = instruction hours – lab hours – credit hours

This is a **New Course** **Revised Course**

Course Name: (as listed in the current catalog)	Course prefix (Example: ENG)	Number (Example: 100)	Title (Example: Writing I)	Formula (Example: 3-0-3)	Faculty Load (Contact your Department Chair or Dean's Office for assistance)	Intended Terms Offered (Example: Fall/Spring)
Proposed Course Name:	Course prefix (Example: ENG)	Number (Example: 100)	Title (Example: Writing I)	Formula (Example: 3-0-3)	Faculty Load (Contact your Department Chair or Dean's Office for assistance)	Intended Terms Offered (Example: Fall/Spring)

Approved major or program(s) in which the course will be offered. (as listed in the current catalog)

This is a **required course.** This is an **elective course.**

Course Description	Course description <i>exactly as it will appear in the catalog and as it appears on the sample syllabus.</i> Include pre-requisites/co-requisites, petition requirements, course equations, restrictions and term(s) offered. Example: XYZ 288. Guidelines for a New Course. (3-0-3) Fall and Spring; petition required. A study of the impact of technology on individuals, society, and the environment. Equated with ABC 288.
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II. PURPOSE, GOALS AND OBJECTIVES

A. What are the goals and objectives of the proposal? Explain why you are proposing a new course or why and how you are revising a current course.

B. Justify the proposed instructional level (100-600) or instructional level change.

C. List the student learning outcomes for the course.

D. Describe how those student learning outcomes will be assessed. List each activity and the assessment method for that activity. For example: 1. Students will write a term paper; scored by a rubric; **OR**
2. Students will complete an exam; objective test.

E. Define how the course helps students to achieve learning objectives required for the program.

F. Explain how the specific goals and objectives of the course relate to the mission statement of the University.

III. IMPACT

A. List any existing course(s) that will be replaced by the proposed/revised course.

B. List other courses now offered at MSU that will have duplication or overlap. Explain the degree to which the course duplicates or overlaps and provide justification for the duplication or overlap.

C. List departments and programs that could be impacted by this proposal. For example, any department that:

- a. requires the course**
- b. offers the course as an elective**
- c. offers a similar course**
- d. has an equated course**
- e. has the course listed as a co-requisite or pre-requisite**
- f. shares staff and/or resources**

D. List each of the individuals notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)

IV. PERSONNEL

A. List names, qualifications including the highest earned degree, and academic rank(s), of faculty available to MSU who will teach the course.

B. Identify external adjunct faculty, if appropriate.

V. ADDITIONAL INFORMATION

A. Desired section size and anticipated enrollment.

B. Desired implementation date for the course.

C. Method of instruction (online, lecture, laboratory, individualized, etc.).

D. Additional facilities and special equipment needs for this course, if any.

E. Use of library resources

It is recommended that you contact a library liaison prior to completing this section to determine what resources and services are available to support the course.

• **Does the course require library resources to support specific class assignments or supplemental reading?** Yes No

• **Do the library services and resources presently available meet student needs for the course?** Yes No

If not, what library acquisitions are being proposed to meet essential needs?

F. Does this course require new technology?

Please note that Information Technology (GH 110) should be notified when the course proposal is being developed. Early notification will allow IT an opportunity to provide quality information that can be included in the proposal request form.

- Yes** (If yes, you must have a representative from Information Technology review the proposal and sign the signature sheet.)
- No**

If yes, please list:

- 1. the software to be used and its estimated cost. If there is intent to utilize the software in a lab, include the estimated cost of the server-based license for the software. (IT does not install individual packages in labs, only server-based versions).**

- 2. the type of hardware to be utilized.**

G. Does this course involve the use of live animals? Yes No

If so, include the approval form from the associated Institutional Animal Care and Use Committee (IACUC).

H. Please include a sample syllabus *All elements on the syllabus checklist must be included on the sample syllabus*

- Proposals for all Teacher Education courses (including content courses that typically have 50% more teacher preparation majors enrolled) are required to go to the Teacher Education Committee as part of the curriculum approval process
- The teacher education syllabi must contain these elements: the theme for MSU's Teacher Education Program; CAEP* themes; any additional EPSB themes; and program appropriate Kentucky Teacher Standards (www.kyepsb.net/teacherprep/standards.asp). Further information and models are provided at <http://www.moreheadstate.edu/education/>.
- *The College of Education (CoE) is NCATE accredited. NCATE and TEAC have combined to form CAEP, a new national accrediting organization. Educator Preparation Programs, including the CoE at MSU are in the process of transitioning from NCATE to CAEP and as such, we are working to transition to align our programs with CAEP standards and requirements in anticipation of our next accreditation visit in 2018, at which time we will fall fully under CAEP standards and guidelines. For more information on CAEP and the new accreditation process, please see www.caepnet.org.

To insert the syllabus and any supporting documentation (email correspondence, IACUC form, etc.):

- **From the TOOLS Menu**
- **Choose ORGANIZE PAGES**
- **Choose INSERT - FROM FILE**
- **(Choose PDF of your syllabus or supporting documentation)**
- **In the pop up window: Choose AFTER & LAST PAGE and select OK.**
- **Verify that the pages are inserted and save this document.**