**INSTRUCTION SHEET**

This application is to be used by institutions to submit a course with only minor changes that do not require review for possible changed equivalence to a particular MOTR or for removing a current course MOTR equivalence. Note that removal of MOTR course equivalency will not impact MOTR equivalent transfer credit for courses completed prior to the removal of MOTR course equivalency.

Please ensure you have completed the following tasks for submission:

* The application must be completed in its entirety to be accepted.
* This application must be signed by your chief academic officer prior to submission. **Please submit this signed application, and any other pertinent documents to be considered to:** [**HE.CORE42@dhewd.mo.gov**](mailto:HE.CORE42@dhewd.mo.gov)**.**

**Additional Instructions:**

***MOTR Information*** – see [*https://dhewd.mo.gov/core42.php*](https://dhewd.mo.gov/core42.php) for the complete APPROVED COURSE DATABASE

**MOTR Title:** Refers to the MOTR title the course is currently equivalent to (e.g., Introduction to Economics)

**MOTR Number:** Refers to the MOTR prefix and number (e.g., MOTR ECON 100)

***Institutional Course Information:***

**IHE Course Name:** Refers to the title of the course at the higher education institution (e.g., Introduction to Psychology) Note the course name is not required to match the MOTR.

Note both the previous course name as well as the updated course name at the institution.

**IHE Course Number:** Refers to the prefix and number at the higher education institution (e.g., PSYCH 101). Note the course prefix and number are not required to match the MOTR.

Note both the previous course number as well as the updated course number at the institution.

**IHE Course Description Clerical Correction:** If there is a punctuation error or misspelling in the course description posted on the DHEWD website or an irrelevant prerequisite such as college admissions or developmental skill/placement requirements, then include the full complete accurate course description.

**Honors Courses**: An honors version of an already approved MOTR equivalent course with an identical course description and outcomes may be submitted as a clerical update that does not require faculty discipline review

**NOTE: Other changes to a currently equivalent course such as changes to the course credit hours, changes to course description, and changes to course expected learning outcomes require DISCIPLINE GROUP REVIEW for consideration of equivalence to an existing MOTR number.** Use the form titled “AY 2024-2025 IHE New Course Form (to propose a new course equivalency for the CORE 42)” to submit an updated course to this review process. The most current version of this form can be found at <https://dhewd.mo.gov/core42.php>.

**Date Submitted:**  **Academic Year:**

**2024-2025**

**Existing Previously Approved Course Information**

**Equivalent MOTR Title:**

**Equivalent MOTR Number:**

**IHE Course Name Previously Approved:**

**IHE Course Number Previously Approved:**

**Check this box to delete the above course from the CORE 42 and delete as equivalent to a MOTR for AY 2024-2025 (check one option below)**

**This course will continue to be offered by the institution, but should not be included in the CORE 42.**

**This course will no longer be offered by the institution, but previous offerings should still count as CORE 42 in transfer.**

**Updated/Changed Course Information**

**IHE Changed Course Name:**

**IHE Changed Course Number:**

**IHE Course Description Clerical Correction:**

**NOTE: Other changes to a currently equivalent course such as changes to the course credit hours, changes to course description, and changes to course expected learning outcomes require DISCIPLINE GROUP REVIEW for consideration of equivalence to an existing MOTR number.** Use the form titled “AY 2023-2024 IHE New Course Form (to propose a new course equivalency for the CORE 42)” to submit an updated course to this review process. The most current version of this form can be found at <https://dhewd.mo.gov/core42.php>.

**Required Institutional Information and Signatures**

**Chief Academic Officer typed name & Signature**

**Institution**

**Contact Person (for additional information)**

**Email Phone**

**Please submit (in PDF) this signed application, and any other pertinent documents to be considered to:** [**HE.CORE42@dhewd.mo.gov**](mailto:HE.CORE42@dhewd.mo.gov) **by October 13, 2023.**

**Updates received after October 13, 2022 will not be considered for inclusion in the AY 2024-2025 CORE 42 database of courses.**

**The MDHEWD email server will reject messages with attachments larger than 10MB. If you do not receive an email confirmation of receipt from MDHEWD staff, contact the department to confirm receipt.**

*For additional information or questions, please contact Alicia Erickson at* [*alicia.erickson@dhewd.mo.gov*](mailto:alicia.erickson@dhewd.mo.gov)*.*

**Changes made (YES or NO – sent to CCAC for review of potential need for DISCIPLINE GROUP REVIEW for consideration of equivalence to an existing MOTR number):Date:**