**INSTRUCTION SHEET**

This application is to be used by institutions to submit a course for review for possible equivalence to a particular MOTR. Please ensure you have completed the following tasks for submission:

* The application must be completed in its entirety to be accepted for review; any incomplete applications will be returned or may not be considered.
* Submit a master syllabus, or your institution’s course information form along with this application. *Proposed courses will be reviewed by the appropriate MOTR faculty discipline group. Submitting this application does NOT automatically qualify a course for inclusion in the CORE 42.*
* This application must be signed by your chief academic officer prior to submission. **Please submit this signed application, syllabus, 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 and for a list of MOTRs.

**MOTR Title:** Refers to the MOTR title the proposed course is being submitted to for review (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.

**IHE Course Number and Credit Hours:** Refers to the prefix and number at the higher education institution (e.g., PSYCH 101). Include lecture-to-lab credit hour distribution if course includes a lab. Note the course prefix and number are not required to match the MOTR but the number of credit hour must match.

**Prerequisites:** Typically, general education courses should be 100- or 200-level courses that have no additional prerequisites beyond admissions and placement requirements. Please list any other prerequisites for the proposed course, if applicable. Note that unless the MOTR specifically requires a prerequisite such as Spanish II, equivalent courses are not required to have prerequisites. Submission of an institutional course with an institutional prerequisite assumes that the submitting institution will honor all other equivalencies to this MOTR regardless of prerequisites.

**IHE Course Description and Expected Student Learning Outcomes in the Course:** These should match the master syllabus or institution’s course information form and be consistent for all versions of the course at your institution.

**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.

**Academic Year: 2023-2024**

**Date Submitted for Review:**

**MOTR Information**

***Please complete this information for the MOTR you wish for the course to be equivalent.***

**MOTR Title**

**MOTR Number**

**Institution Course Information**

**IHE Course Name**

**IHE Course Number**

**Number of Credit Hours** (*include credit hour distribution if the course includes a lab component (2-1, 3-1, etc.)*

**Does this course currently have a MOTR equivalent, and you are requesting to change the student learning outcomes, course description, and/or requesting to move the course to another MOTR number?** Note that changes to institutional course names, prefixes, numbers are clerical updates that do not require a new review.

**No Skip to next question outside of this box.**

**Yes If yes, then please fill out the separate course change form for description, outcomes, and/or MOTR Number**

**Does this course have any prerequisites beyond admissions and/or placement criteria? No**

**If YES, what are the prerequisites?**

**Does this course serve as a prerequisite to another course? Yes No**

**If yes, what are the courses?**

**IHE Course Description:**

**Expected Student Learning Outcomes in the Course:**

*Upon completion of this course, the student will be able to (attach additional sheets if necessary):*

**Required Institutional Information and Signatures**

**Chief Academic Officer typed name & Signature**

**Institution**

**Contact Person (for additional information)**

**Email Phone**

**Please submit this signed application, master syllabus or institution’s course information form, and any other pertinent documents to be considered to:** [**HE.CORE42@dhewd.mo.gov**](mailto:HE.CORE42@dhewd.mo.gov) **by October 14, 2022.**

**New course submissions received after October 14, 2022 will not be considered for inclusion in the AY 2023-2024 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)*.*

***For FDG Use Only:***

**Approved (YES or NO):**

**Date Approved:**