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**Subject:** CORE 42 Update  
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## CORE 42 Update

### **Academic Year 2019-2020 Courses**

The database of approved courses has been posted on the [CORE 42 website](#). You may need to clear your cache to ensure that you are reviewing the most up-to-date information. The database is color-coded by date, with course updates highlighted in yellow, deleted courses in red, and added courses in blue.



Each change to the database will be color-coded and dated, with email notification sent, to assist campuses in making necessary changes to internal databases. A legend is located on the second sheet of the posted workbook.

Music Courses (prefix MOTR MUSC 100 and MOTR MUSC 104) course submissions have all been approved. They will be added to the database by COB Friday, May 3, along with any other corrections/updates. There will be a new color and new date for those changes and will be included in the legend for your information.

Emails are now going out regarding courses that have been denied for inclusion for academic year 2019-2020, although with the reason for the denial. Any course denied for acceptance may be resubmitted for review in the next academic year.

Please review your institution's information and submit any questions to [angelette.prichett@dhe.mo.gov](mailto:angelette.prichett@dhe.mo.gov). Except for mathematics courses, this database will become final on May 31, 2019. All edits/corrections must be received prior May 31, 2019, and must be edits of current information only, not submission of new information. The only new course postings added to the database will be those currently in pending review status. The final posting for approved mathematics courses will be posted on a later date.

### **Submission and Review Timeline**

The following is the timeline for the remainder of the year, and will be posted on the CORE 42 website.

<b>Opens</b>	<b>Closed/Due by</b>	<b>Add an individual IHE course to be equivalent to an existing MOTR process</b>
April 2019	Oct. 15, 2019	MDHE portal for submission of institution's course for: <ul style="list-style-type: none"><li>• first time consideration of equivalence to an existing MOTR course</li></ul>

		<ul style="list-style-type: none"> <li>• change or deletion of institution's currently equivalent course</li> </ul>
May 2019	August 2019	MDHE request to chief academic officers requesting faculty members to serve on Faculty Discipline Groups for AY 2020-2021 review process.
September 2019	October 2019	Faculty Discipline Group training
Oct. 31, 2019	Jan. 15, 2020	Faculty Discipline Group reviews
Jan. 31, 2020		MDHE to publicly post the IHE new course equivalencies for AY 2020-2021

The forms for online submission of institution's courses for first time consideration of equivalence to an existing MOTR and updating currently equivalent courses is posted to the CORE 42 website. The Core Curriculum Advisory Committee is in the process of formalizing some process, but the following standard minimum course information will be collected:

- Campus Course Name
- Campus Course Number
- Credit Hours (include credit hour distribution if the course includes a lab component, such as 2-1, 3-1, etc.)
- Course Learning Outcomes
- Course Description
- Prerequisites (not including prerequisites for admission or placement)

Submissions **must include** the appropriate form, in addition to the campus official document for the course, such as: course profile, course information form, abstract, master syllabus, etc. Also, as the courses are sent individually to reviewers, please ensure that there is an appropriate course form with the appropriate attachments, **per course**. We cannot accept one course form with multiple courses listed, or spreadsheets with courses listed. These documents must be signed by the institution's chief academic officer and submitted to [HE.CORE42@dhe.mo.gov](mailto:HE.CORE42@dhe.mo.gov) and not sent to individual mailboxes.

### **Clarifications**

Please be reminded of the following clarifications:

1. Performance Courses: There is a limit of three (3) credit hours of Performance courses that can be applied to the Humanities and Fine Arts Knowledge Area and to the total CORE 42.

2. Mathematics Courses: Mathematical Science courses that use one of the pathway courses as a prerequisite will meet the general education credit for math. For example, Calculus meets the General Education math requirement since Pre-Calculus Algebra is a prerequisite.

3. If the institution's course credit is greater than the MOTR transfer credit, the excess credit is distributed within the MOTR.

4. If the institution's course credit is less than the MOTR transfer credit the student will receive credit for completion of the MOTR course (at the credit amount taken), but may have to fulfill additional credit hour requirements to complete the knowledge area.

For more information about the CORE 42, please feel free to contact Angelette Prichett, Director of Academic Programs and Initiatives, at [angelette.prichett@dhe.mo.gov](mailto:angelette.prichett@dhe.mo.gov).



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