



CORE 42 Deactivation of MOTR Equivalency for a Course starting in Academic Year 2027-2028.

Institutions use this form to deactivate MOTR number equivalency for a course due to the course no longer being offered at the institution or a substantive change to the course at the institution resulting in the course no longer meeting MOTR number equivalence criteria.

Background: The Higher Education Core Curriculum Transfer Act [2016 MO S.B. 997](#) Section 178.7802. (10) and Sections 173.785-789 directed the Coordinating Board for Higher Education to develop a standard transferable lower division core curriculum of forty-two credits and a common course numbering equivalency matrix for lower-division general education courses with the assistance of the Core Curriculum Advisory Committee (CCAC). The provisions of this act are codified in the [Missouri Code of State Regulations \(CSR\)](#) Title 6 - Department of Higher Education and Workforce Development Chapter 3—Residency and Transfer 6 CSR 10-3.020 Guidelines for Student Transfer and Articulation Among Missouri Higher Education Institutions.

- **CORE 42:** The standard transferable lower-division core curriculum of forty-two credits is a framework for general education that all Missouri public two- and four-year institutions of higher education have adopted, effective for the 2018-2019 academic year. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's entire general education requirement. Students who have completed all requirements for completion of a general education program shall have their transcript notated as "General Education Complete" or "CORE 42 Complete."
- **CORE 42 FRAMEWORK:** The framework for Missouri's CORE 42 is designed for students to obtain the basic competencies of Valuing, Managing Information, Communicating, and Higher-Order Thinking through the completion of at least 42-semester hours distributed across the broad Knowledge Areas of Communications, Humanities & Fine Arts, Natural & Mathematical Sciences, and Social & Behavioral Sciences. Students obtain the competencies by completing the CORE 42 in its entirety.
- **MOTR number:** The CORE 42 is comprised of the common statewide course numbering equivalency matrix for transfer of lower-division general education course credits, known as the Missouri Transfer (MOTR) number. Beginning with the 2018-2019 academic year, MOTR numbers facilitate seamless course transfers by promoting consistency in course designation and identification.
- **MOTR number Equivalent course:** Courses at individual public (and participating independent) colleges and universities in Missouri are identified by faculty as equivalent to specific MOTR numbers. MOTR equivalence is established at the institutional level for courses. Equivalent courses at each institution are identified in course listings with the MOTR number from the common course numbering equivalency matrix. Individual courses equivalent to the same MOTR number are guaranteed to transfer one-to-one among all public (and participating independent) colleges and universities in Missouri. This means that MOTR equivalent courses serve the same role in transfer as the equivalent courses at a receiving institution, including as prerequisites for other courses and/or for fulfilling major or graduation requirements. Students may transfer MOTR credits independent of completing the entire CORE 42.
- **CCAC:** The Core Curriculum Advisory Committee (CCAC) has the primary responsibility for assuring institutional course equivalencies to MOTR numbers and maintaining the CORE 42 and corresponding courses. The CCAC is comprised of faculty members from Missouri public institutions and participating independent institutions of higher education, and one (1) two-year representative and one (1) four-year representative from the Missouri Association of Collegiate Registrars and Admissions Officers. The CCAC consults with faculty discipline groups, comprised of subject matter experts from Missouri public and/or participating independent higher education institutions, to establish minimum MOTR criteria for equivalent transfer and to review courses submitted by Missouri institutions for equivalence to a MOTR and inclusion in the Higher Education Core Transfer Curriculum (CORE 42).

The first three pages contain background information and instructions, which should be removed before the proposal is submitted.



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See the [Missouri Higher Education Core Transfer Curriculum \(CORE 42\)](#) webpage for:

- **CORE 42 institutions**
- **CORE 42 Knowledge Areas and Distribution Requirements**
- **CORE 42 Framework and Knowledge Area Competencies (updated April 2021)** for the competencies associated with the entire framework, as well as each knowledge area.
- **CORE 42 Matrix (Color-coded document)** for the specific MOTR numbers in each Knowledge Area of the CORE 42.
- **List of MOTRs with student learning outcomes and notes** includes the minimum criteria for MOTR number equivalent courses.
- Additional guidelines for Mathematics MOTR Equivalent Courses:
 - MOTR MATH 110: **Statistical Reasoning**
 - MOTR MATH 120: **Mathematical Reasoning and Modeling**
 - MOTR MATH 130: **Pre-Calculus Algebra**
 - MOTR MATH 150: **Pre-Calculus**
- **Approved MOTR Equivalent Course Databases by academic year (AY)**
- **CORE 42 Overview and FAQ**

INSTRUCTION SHEET

This form is used by the institution's Chief Academic Officer (CAO) or their designated representative to deactivate MOTR number equivalency for a course due to the course no longer being offered at the institution or a substantive change to the course at the institution resulting in the course no longer meeting MOTR number equivalence criteria.

- Deactivation of course equivalency will not impact MOTR number equivalent transfer credit for courses completed before the removal of MOTR course equivalency.
- Institutions are required to accept transfer of MOTR number equivalent courses as part of the CORE 42, regardless of whether they currently offer an equivalent course.

For updates or changes to an institution's course with current established MOTR equivalence, or proposals to establish first-time MOTR equivalence, use:

- **Form to make a Clerical Change to an Existing MOTR Equivalent Course** (does not require a faculty discipline group review for course MOTR equivalency) is used to:
 - Report a change to the institution's course prefix, number, or name to include adding an Honors course designation for an already approved MOTR equivalent course with an identical course description and outcomes.
 - Report minor spelling, punctuation, or spacing errors in the course as listed in the state Approved MOTR Equivalent Course Database.
- **Form to Make a Substantive Update to an Existing Course in CORE 42** (requires a faculty discipline group review for continued course MOTR equivalency) is used to report an institutional change in the course credits, description, and/or student learning outcomes that were used to establish MOTR equivalence. This form may also be used to change a course equivalence to a different MOTR number.
- **Form to Recommend an Institutional Course for First-Time Equivalency to a MOTR:** to submit a course for review to establish MOTR number equivalence for the first time.

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Please review the following instructions prior to completion of this form:

- All required information related to the course must be entered into this form.
- By submitting this proposal, the institution's Chief Academic Officer (CAO) attests that:
 - The institution's course information submitted on this form is accurate.
 - All courses from other institutions that are equivalent to this MOTR number are guaranteed to transfer for completion of the CORE 42.

For additional information or questions, please contact HE.CORE42@dhewd.mo.gov.



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Existing Previously Approved MOTR Equivalent Course Information

See <https://dhewd.mo.gov/higher-education/academic-affairs/core-42> for the current "APPROVED COURSE DATABASE" and the "List of MOTRs with student learning outcomes and notes".

Please complete this information for the current MOTR equivalent and previously approved course.

Current Equivalent MOTR Number:

Refers to the equivalent MOTR prefix and number (e.g., MOTR ECON 100) in the current database.

Current Equivalent MOTR Title:

Refers to the equivalent MOTR title (e.g., Introduction to Economics) in the current database.

Previously approved IHE Course Number:

Refers to the prefix and number at the institution (e.g., PSYCH 101) in the current database.

Previously approved IHE Course Title:

Refers to the title of the course at the institution (e.g., Introduction to Psychology) in the current database.

Summary of Changes

Deactivate MOTR equivalence for this course:

☐

Check this box to deactivate the above course as equivalent this MOTR for AY 2027-2028 AND check one option below:

☐

This course will continue to be offered by the institution but should not be counted as equivalent to this MOTR from this point forward nor included in the CORE 42. Previous offerings will still count as equivalent to this MOTR and count as CORE 42.

☐

This course will no longer be offered by the institution, but previous offerings will still count as equivalent to this MOTR and count as CORE 42.



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Required Institutional Information and Signatures

By signing this application, the institution's Chief Academic Officer (CAO) attests that:

- The institution's course information submitted on this form is accurate.
- All courses from other institutions equivalent to this MOTR are guaranteed to transfer for completion of the CORE 42.

Institution:

Chief Academic Officer typed name:

CAO Signature OR sent directly from the CAO:

Contact Person:

(If additional information from the institution regarding this course is needed)

Email:

Phone:

Date Submitted for Review:

- ✓ 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 this complete, signed application to: HE.CORE42@dhewd.mo.gov by October 15, 2026. Submissions received after October 15 will not be considered for inclusion in the next AY CORE 42 database of MOTR equivalent 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 HE.CORE42@dhewd.mo.gov.

Changes made (YES or NO – sent to CCAC for review):

Date: