New Undergraduate Course Approval Cover Form
Montana State University

This four-page form collects basic information about the proposed new course, provides information on the approval process, and includes all required approvals. Additional information (see INFO sheet) is also required as part of the New Course Packet.

Proposed New Course Information   Check here if "Special Topics" x91 course:

Requested Rubric, Course Number, Core Designation (if needed):

Example: **PHL**   **361**   **RH**

Course Title:

Abbreviated Course Title (≤ 30 chars):

First Semester to be Offered:
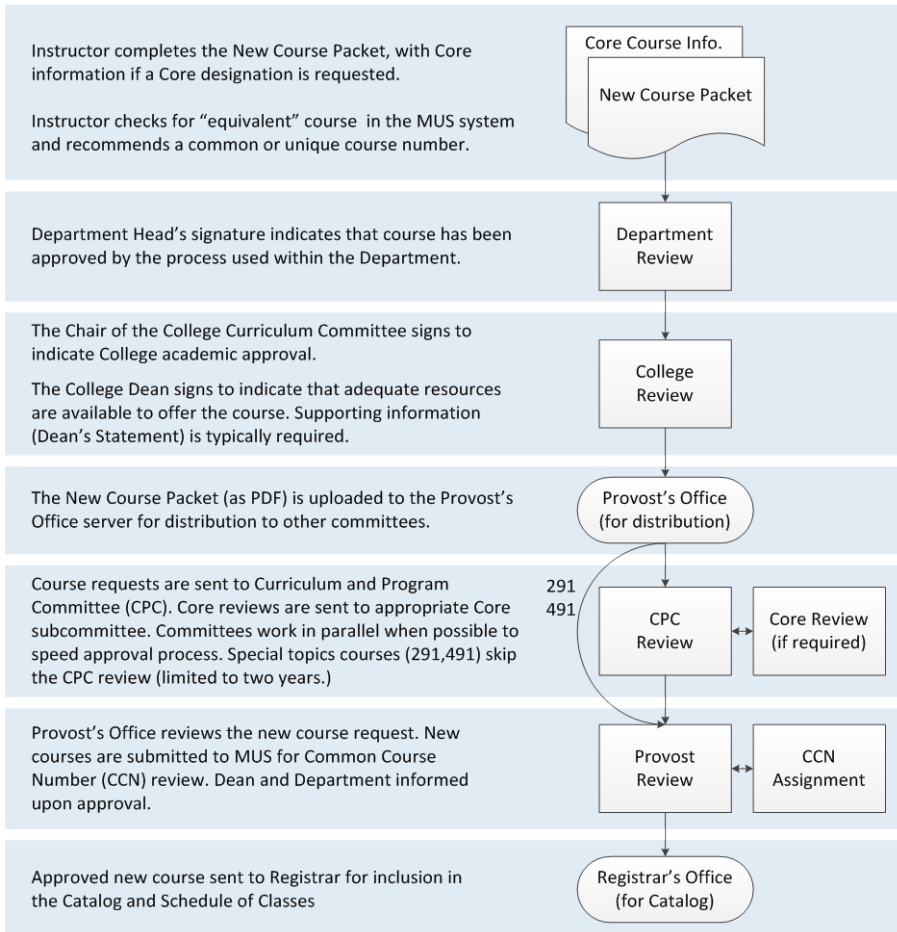
Submitted by:

Submitter's Contact Info: Phone, Email:

Instructor:

Department:

College:

New Course Review Process   **APPROVALS**

New Course Review Process	Approvals
Instructor completes the New Course Packet, with Core information if a Core designation is requested. Instructor checks for "equivalent" course in the MUS system and recommends a common or unique course number. — *Core Course Info. / New Course Packet*	
	_____ _____ Submitter * Date
Department Head's signature indicates that course has been approved by the process used within the Department. — *Department Review*	
	_____ _____ Department Head * Date
The Chair of the College Curriculum Committee signs to indicate College academic approval. The College Dean signs to indicate that adequate resources are available to offer the course. Supporting information (Dean's Statement) is typically required. — *College Review*	
	_____ _____ Chair, College Curriculum Comm. Date
The New Course Packet (as PDF) is uploaded to the Provost's Office server for distribution to other committees. — *Provost's Office (for distribution)*	
	_____ _____ Dean * Date
Course requests are sent to Curriculum and Program Committee (CPC). Core reviews are sent to appropriate Core subcommittee. Committees work in parallel when possible to speed approval process. Special topics courses (291,491) skip the CPC review (limited to two years.) — *291 491 / CPC Review / Core Review (if required)*	
	_____ _____ Chair, Core Subcommittee (if app.) Date
Provost's Office reviews the new course request. New courses are submitted to MUS for Common Course Number (CCN) review. Dean and Department informed upon approval. — *Provost Review / CCN Assignment*	
	_____ _____ Chair, CPC Date
Approved new course sent to Registrar for inclusion in the Catalog and Schedule of Classes — *Registrar's Office (for Catalog)*	
	_____ _____ Assoc. Provost * Date

*Note: This diagram illustrates the typical flow path, but at any review step there can be a request for additional information or modifications. Careful review in early steps is the best way to speed the overall process.   * Special topics courses (x91) require fewer signatures, but cannot be offered more than two times without committee review.*

INFORMATION NEEDED FOR COMMON COURSE NUMBERING

The process for identifying a common course number for a new course is as follows:

1. *Course learning outcomes are prepared for the new course.*
2. *The person submitting the new course request looks at the CCN website to see if a course with similar outcomes already exists in the MUS system.*

   www.mus.edu/Qtools/CCN/ccn_default.asp

   - *If a course exists with at least 80% of the same outcomes, the course is considered "equivalent" to the proposed new course, and the new course should use the existing rubric and course number.*
   - *If no "equivalent" course is found, the person submitting the new course request should identify a unique course number that has not been used by any other course in the MUS system.*
3. *The requested rubric and course number are submitted as part of the new course packet.*
4. *The Provost's Office submits the learning outcomes and the requested rubric and course number to the MUS to have a course number assigned to the course. (This will typically be the requested course number, but it could be changed.)*
5. *The assigned common course number is reported back to the person submitting the new course request.*

Requested Rubric, Course Number, Core Designation (if needed):

Course Title:

Abbrev. Course Title (≤ 30 char):

Credits:

Department Offering Course:

College:

Is this course "equivalent" to a course in the MUS System?: ☐ Yes   ☐ No

Learning Outcomes for the Course:

INFORMATION REQUIRED BY THE REGISTRAR

The data needed to enter the new course into the MSU Catalog and Schedule of Classes is collected on this page. Once the new course has been approved, this page is automatically forwarded to the Registrar for data entry.

Assigned Rubric, Course Number, Core Designation (if needed):

Course Title (for Catalog):

Course Title (for Schedule of Classes, **30 characters, max.**):

First Semester to be Offered:

Restricted Entry/Consent of Instructor Required: ☐ Yes ☐ No

Instructor's GID (last 4 digits only):

Department Offering Course:

College:

Is the requested course number available? (x4155 to check): ☐ Yes ☐ No

Frequency of course offering: ☐ Annually ☐ Alternate Years, starting _____

Semester(s) offered (check all that apply): ☐ Summer ☐ Fall ☐ Spring

Summer Options (check all that apply): ☐ First 6 weeks ☐ Second 6 weeks ☐ 12 weeks

Credits by mode of instruction: Lecture: _____

Seminar: _____

Independent Study: _____

Lab/Studio: _____

Recitation/Discussion: _____

TOTAL CREDITS: _____

Primary Mode(s) of Delivery: ☐ Face-to-face ☐ Web-Enhanced (small on-line comp.)
☐ On-Line Only ☐ Blended (significant on-line portion)

Time and Location – *Call the Registrar's Office at x4155 to find a time and location for the course.*

Assigned Day(s): ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

Assigned Time(s):

Assigned Building:

Assigned Room:

Capacity (room capacity, or enrollment "cap"):

Co- and Pre-Requisites – *Courses numbered 200 and above are normally expected to have prerequisites. When listing multiple prerequisites, please separate courses with "and" if both are required, or "or" if only one is required.*

Prerequisite(s):

Co-Requisite(s):

Course Description – *Provide a course description of 40 words or less for the MSU Catalog.*

DEAN'S STATEMENT

The reviewing committees are being asked to take a closer look at the resources required for each proposed new course. In many cases new courses will replace existing courses and the new course request is effectively resource neutral, however that is not always the case. For example, a new elective course that would result in distributing an existing student population across a larger number of courses would represent a significant increase in expenditures for the new course, and no increase in total student credit hours. A funding mechanism for such a course would need to be identified. The Dean's Statement is the place to document how the costs of the proposed new course will be covered.