COURSE REQUEST FORM

Michigan State University

Office of the Provost

This form must be completed in accordance with the Instructions for Completing the Course Request Form.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: "\*" identifies information that is subject to approval by University-level academic governance. Most of this information will be included in the *Descriptions of Courses* publication upon approval.

1. General Reason:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*2. Course Subject Code: \_\_\_\_\_\_

\*3. Course Number: \_\_\_\_\_\_

\*4. Course Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIS/Transcript Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*5. Catalog Course Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*6. Interdepartmental Course(s):

List by course subject code all of the participating units as appropriate. a) \_\_\_\_\_b) \_\_\_\_\_c) \_\_\_\_\_d) \_\_\_\_\_e) \_\_\_\_\_f) \_\_\_\_\_

7. This request should be processed at the same time as the following related academic request(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This request should be processed at the same time as the following related course request(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*8. Semester:\* Frequency: Expected \* If offered only off-campus, specify site: Enrollment Fall:

Spring:

Summer:

On Demand:

\*9. Effective date: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Course objectives:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Outline of major topics: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List sample sources from which assigned readings for this course would be drawn:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Target student audience:

Required for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Selective for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Type of course:

\_\_\_\_\_\_\_\_\_\_\_Independent Study \_\_\_\_\_\_\_\_\_\_\_Integrative Studies

\_\_\_\_\_\_\_\_\_\_\_Major

\_\_\_\_\_\_\_\_\_\_\_Service

\_\_\_\_\_\_\_\_\_\_\_Tier I Writing

\_\_\_\_\_\_\_\_\_\_\_Tier II Writing

1. University resource planning information:

Technology request (web course development, instructional television, computing, or networking):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Library request (holdings; use of library or library resources or library staff time):

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1. Course Learning Outcomes: (check those that apply)

List the student learning outcomes for this course. Learning outcomes are statements which describe what students should know or be able to do when they complete the course.

Below are the institutional level Undergraduate Learning Goals and their associated dimensions. Check the boxes which align with the learning outcomes for this course. (If this is a graduate course, skip to the next question).

# Analytical Thinking



Acquires, analyzes, and evaluates information from multiple sources



Synthesizes and applies information within and across disciplines



Identifies and applies, as appropriate, quantitative methods for defining and responding to problems



Identifies the credibility, use and misuse of scientific, humanistic and artistic methods

# Cultural Understanding



Reflects on experiences with diversity to demonstrate knowledge and sensitivity



Demonstrates awareness of how diversity emerges within and across cultures

# Effective Citizenship



 Understands the structures of local, national, and global governance systems and acts effectively within those structures in both individual and collaborative ways



Applies knowledge and abilities to solve societal problems in ethical ways

# Effective Communication



Identifies how contexts affect communication strategies and practices



Engages in effective communication practices in a variety of situations and with a variety of media

# Integrated Reasoning



 Critically applies liberal arts knowledge in disciplinary contexts and disciplinary knowledge in liberal arts contexts



 Uses a variety of inquiry strategies incorporating multiple views to make value judgments, solve problems, answer questions, and generate new understanding



The Undergraduate Learning Goals do not apply to this course

\*17. Alias Course(s):

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_ e) \_\_\_\_\_

\*18. Associated Course(s):

 (Not open to students with credit in…)

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_ e) \_\_\_\_\_

1. Explain the relationship of this course to similar courses offered by the primary administrative unit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Explain the relationship of this course to similar courses offered by other academic units at MSU:

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\*21. Corequisites(s):

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_ e) \_\_\_\_\_ f) \_\_\_\_\_

\*22. Prerequisite(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*23. Restriction(s):

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\*24. Recommended Background:

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Fixed number of credits within a given semester:

\* Instructional Model (contact hrs)

Lecture/Recitation/

Credits: Discussion Laboratory \_\_\_\_\_\_\_\_\_

If this course is a non-credit (zero-credit) course, indicate the credit-equivalent for fee assessment: \_\_\_ \*

If the number of contact hours exceeds the number of credits, explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the number of credits exceeds the number of contact hours, explain:

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Variable number of credits within a given semester:

\_\_\_ \* credit(s) to \_\_\_ \* credits in increments of \_\_\_ credit(s).

\*26. Reenrollment Course:

Request reenrollment provision:

A student may earn a maximum of \_\_\_ credits in all reenrollments for this course.

\*27. Reenrollment Group:

A student may earn a maximum of \_\_\_\_ credits

\*28. Grading system:

Numerical P-N

Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*29. Request the use of the ET-Extension to postpone grading:

The work for the course must be completed and the final grade reported within \_\_\_ semesters after the end of the semester of enrollment.

Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Basis on which student performance in this course would be evaluated and graded, taking into consideration required assignments, quizzes, mid-term and final examinations, research papers, etc. :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. To be forwarded for review, sign-off, and comment to the following administrators:

 Chairperson(s) or director(s) of department(s) or school(s).

 a) \_\_\_\_\_ and b) \_\_\_\_\_ and c) \_\_\_\_\_ and d) \_\_\_\_\_ and e) \_\_\_\_\_

 Dean(s) of college(s):

 a) \_\_\_\_\_ and b) \_\_\_\_\_ and c) \_\_\_\_\_ and d) \_\_\_\_\_ and e) \_\_\_\_\_