



CORE 42

THIS FORM IS USED TO UPDATE OUTCOMES, A DESCRIPTION,
AND/OR A MOTR NUMBER FOR AN INSTITUTIONAL COURSE THAT IS
ALREADY APPROVED

INSTRUCTION SHEET

This application is to be used by institutions to update outcomes, a description and/or a MOTR number for an institutional course that is already approved.

- ✓ The application must be completed in its entirety to be accepted for review; any incomplete applications will be returned or may not be considered.
- ✓ This application must be signed by your chief academic officer prior to submission. **Please submit this signed application to: HE.CORE42@dhewd.mo.gov.**
- ✓ Substantive changes will be reviewed by the appropriate MOTR faculty discipline group. Submitting this application does NOT guarantee that the course will remain equivalent to the MOTR.
- ✓ Substantive updates no longer require the submission of a corresponding syllabi.
- ✓ By submitting this document, the institution attests that the expected learning outcomes are consistent across all sections of the course taught at the institution.

Additional Instructions:

MOTR Information – see <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.