

Application for UCCS Course Approval

Review Process

Depending on the knowledge area, from 3-6 credits (1-2 courses) must serve to meet the learning outcomes of each knowledge area. Therefore, the Core Curriculum Review Committee must see evidence that the proposed course specifically addresses the knowledge area learning outcomes and is comparable in depth and breadth to other courses which fulfill requirements in that knowledge area. Knowledge area learning outcomes are available at

<http://www.marquette.edu/coreinfo/>

With the integrity of the Core program in mind, the CCRC must also consider the relationship of a proposed course to those already approved for the knowledge area. The CCRC will provide feedback on unsuccessful applications, and revised applications may be submitted for subsequent deadlines. The CCRC assumes that all courses offered at Marquette are of high quality; the CCRC evaluates the suitability of the course for the UCCS. Applicants are reminded that the CCRC is a multidisciplinary committee, and proposals should be written in language accessible to non-experts. Questions about the application process should be addressed to Dr. Christine L. Krueger, Director of the University Core of Common Studies.

Submission Instructions

Forms: A core course application consists of 3 hard copies and one electronic copy of the following: 1) a completed template for the relevant knowledge area signed by the faculty member proposing the course and by the appropriate department chair and dean; 2) a representative course syllabus. Templates are available at

<http://www.marquette.edu/coreinfo/faculty.shtml>

Deadlines: Course Proposals must be submitted by October 15 (decision by December 15) and March 15 (decision by May 15)

Addresses: Proposals should be submitted to Dr. Christine L. Krueger, Director of the University Core of Common Studies, Raynor Library, 320G (mailbox in the office of the Dean of Libraries), email: christine.krueger@marquette.edu

Guidelines

- Courses approved for the University Core of Common Studies must substantively fulfill the learning outcomes in a knowledge area (Column 2: Course Objectives tied to Learning Outcomes).
- A successful proposal will demonstrate how the content and activities of the proposed course will achieve those outcomes and how faculty will determine whether students in the course are achieving those outcomes (Column 3: Demonstration of Achievement tied to Course Objectives and Learning Outcomes).
- A course proposed in a 6-credit knowledge area need not fulfill every learning outcome of the knowledge area in order to be approved if other courses in the knowledge area already fulfill all outcomes (Column 4: Outcome not Addressed).
- Courses proposed for two knowledge areas must substantively fulfill the learning outcomes of both knowledge areas. One application form must be completed for each knowledge area.
- The Core Curriculum Review Committee will consider what the proposed course contributes to the current offerings in the knowledge area and to the UCCS as a whole (Administration of Course and Integration Issues).
- The Committee will also consider student need for the specific course being proposed, the department's commitment to staffing the course,

and the frequency with which it can be offered (Administration of Course and Integration Issues).

