

COURSE APPROVAL DOCUMENT  
Southeast Missouri State University

Department: Music

Course No. MU003

Title of Course: Major Field Assessment Test

Date: 09-11-18

Please check:  New  
 Revision

I. Catalog Description (Credit Hours of Course): **An assessment of the student's proficien**

II. Prerequisite(s): **MM101; MM102; MM203; MM204; MM105; MM106; MM207; M**  
Co-requisite(s): **None**

III. Purposes or Objectives of the Course (optional):

- A. **Determine the proficiency level of the student in the areas of Music Theo**
- B. **To provide the department with assessment data that is nationally norme**
- C.

*Add additional Objectives as needed*

IV. Course Learning Outcomes (Minimum of 3):

- A. **Not applicable**
- B.
- C.

*Add additional CLOs as needed*

V. Names of Faculty Qualified to Teach the Proposed Course:

- A. **Not applicable. This will be administered through campus Testing Servic**
- B.

VI. Course Content or Outline (Indicate number of class hours per unit or section):

- A. **This is a 0 credit course. Students will be assessed through campus testi**
- B. **This is a CR/F course. The student will receive CR just for taking the xan**
- C.

**Attach the following:**

- copy of example class syllabus and course schedule.
- memo from Library Dean assessing available and needed library holdings and resources.
- memo(s) from Department Chairs in affected departments stating possible issues and/or conflicts are resolved.

Signature:   
Chair

Date: 09-11-18

Signature:   
Dean

Date: 9-18-18

# COURSE APPROVAL DOCUMENT

## Reference Sheet

**Department:** Proposing Department  
**Course No.:** Proposed course number (two-letter pre-fix + three-digit number)  
**Title of Course:** Proposed course title

**I. Catalog Description (Credit Hours of Course):**

*Short catalogue description (maximum 20 words) that appears verbatim in the Undergraduate or Graduate Bulletin. Credit hours are included at the end in parentheses.*

**II. Prerequisite(s):**

*List any prerequisites for the course.*

**Co-requisite(s):**

*List any co-requisites for the course.*

**III. Purposes or Objectives of the Course (optional):**

*List purposes or objectives of the course as a numbered list. Include a statement on how the new course fits with an academic program (i.e. required course, elective course) and justifying why the new course is needed and current courses, including similar ones in other departments, cannot adequately cover the content or meet student demand.*

**IV. Course Learning Outcomes (Minimum of 3):**

*List Course Learning Outcomes (CLOs) the course as a numbered list. Minimum of three required, more are acceptable. These are different than course purposes or objectives.*

**V. Names of Faculty Qualified to Teach the Proposed Course:**

*List qualified faculty. It is preferable new courses are not dependent on an individual faculty member.*

**VI. Course Content or Outline (Indicate number of class hours per unit or section):**

*Brief listing of class content or outline.*

**Attach copy of example class syllabus and schedule:**

*Must include (in no specific order):*

- 1. Catalog description including descriptive statement; prerequisites; credit hours and course number, section and title.*
- 2. Semester*
- 3. Contact hours of course (if different from credit hours)*
- 4. Instructor name and contact information, including office phone, office location, and email address.*
- 5. Statement of whom to contact with concerns (use required wording)*
- 6. Office hours and location if different from office location.*
- 7. Course Objectives (optional; include if listed in Course Approval Document)*
- 8. Course Learning Outcomes*
- 9. Accessibility statement (the official statement and/or a link/URL to the official statement)*
- 10. Civility statement (the official statement and/or a link/URL to the official statement)*
- 11. Academic honesty statement (the official statement and/or a link/URL to the official statement)*
- 12. Grading scale and policies*
- 13. Course specific required materials (textbook, supplies, subscriptions, safety items, etc.)*
- 14. Class meeting times and places (if applicable the delivery medium such as lab, online, blended, ITV, webinar, etc.)*
- 15. Final exam date/time/place*
- 16. Class content outline or schedule*