



VITERBO UNIVERSITY

Core Curriculum Course Approval/Change Form

Submission Procedure

Thank you for submitting a course for core approval or change in status. In order to submit your request, please complete the following steps:

1. Complete the Core Curriculum Course Approval/Change form.
2. Gain approval of department chair and school dean. These signatures must be on the form.
3. Submit the form to the chair of the Core Curriculum Committee (CCC), Jackie Herbers, at jmherbers@viterbo.edu.

CCC Review and Response:

1. The chair will review the materials and if complete, will forward the proposal to the full committee. The chair may request additional materials to be submitted. If the changes are substantive, the revised request must be reviewed and approved again by the department chair and dean.
2. The CCC will vet the proposal and communicate its decision in writing to the endorsing department chair, school dean, and registrar.

Please see [Course Submission Procedures](#) for more details.

Request Information

Date of request [Click or tap to enter a date.](#)

<input type="checkbox"/> Delete mission seminar	<input type="checkbox"/> Delete core curriculum status	<input type="checkbox"/> Assign LIVE status to a course
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Requested LIVE Status

Foundations	Choose an item.
Mission Seminars	Choose an item.
Ways of Thinking	Choose an item.

Approvals

Department Chair:	Date: Click or tap to enter a date.
School or Program Dean or Director:	Date: Click or tap to enter a date.
Core Curriculum Director:	Date: Click or tap to enter a date.

Course Information

Course Prefix & Number:	Course Title:
Credits: Choose an item.	Semester last offered:
Instructor(s):	Presenting faculty:

Catalog Course Description

Insert current or proposed course description here.

Additional Information

1. What is the projected slot within the program?
2. What is the projected staffing for this course?

Learning Outcomes Alignment Table

How will the work in this course help students meet the core curriculum outcomes? Please insert the appropriate core outcomes linked here into the "Core Curriculum Outcomes" section of the alignment table. Then, insert the course outcomes that align with each core outcome. Finally, include readings and assignments that help students meet those outcomes in the course.

Written Communication	Quantitative Literacy
Information Literacy	Oral Communication
Franciscan Values and Traditions	Living in a Diverse World
The Ethical Life	Social Justice and Equity
Literary Analysis	Historical Analysis
Scientific Reasoning in the Social Sciences	Scientific Reasoning in the Natural Sciences
Theological Inquiry	Artistic Engagement
Philosophical & Moral Inquiry	Integrating Faith & Practice

Core Curriculum Outcomes	Relevant Course Outcomes	How course and its work meet these outcomes
Add rows as needed.		

Assessment Piece(s)

1. Which one or two of the assignments, papers, projects, exams, etc. listed in the alignment table above will be used as an assessment piece for the core outcomes? A cumulative final exam, paper, or project usually works well for this purpose.

2. Please provide an overview of this assignment.
3. Please indicate how you will assess this assignment. If using a rubric, grading sheet, or feedback sheet, insert that here. The rubric should show how it measures the learning outcomes of the core this course addresses.

Syllabus

Please insert course syllabus below. You may find Viterbo's syllabus template [here](#).