![Logo

Description automatically generated]()

Course Modification Form

Use this form if changes are to be applied to the existing course. \* Required fields

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Submitted by:** | Click or tap here to enter text. | **\*Date:** | Click to select a date**.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Course Title:** | Click or tap here to enter text. | **\*Course Number:** | Click here. |

**\*Brief description of proposed course change:**

|  |
| --- |
| Click or tap here to enter text. |

**\*Reason or rationale for proposed course change:**

|  |
| --- |
| Click or tap here to enter text. |

**\*Does this course change affect other programs or other courses? YES  NO**

If yes, attach document support from program faculty or course users.

**\*Does this proposal require additional resources?** **YES  NO**

(Equipment, personnel, etc.)Please explain:Click or tap here to enter text.

**\*Does this proposal affect an articulation agreement? YES  NO**

If YES, attach the articulation agreement to submission documents.

**\*Does this proposal call for teach-out for current students in the program? YES  NO**

If YES, attach the Teach-Out plan for current students and list semesters to completion of the Teach-Out plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Current Information:** | | | | **Proposed Information, if different or missing:** | |
| **Course Number** |  | | | |  | |
| **Course Title** |  | | | |  | |
| **Credits (Total)** |  | |  | |
| **Lecture Credits** |  | |  | |
| **Lab Credits** |  | |  | |
| **Co-curricular Credits** |  | |  | |
| **Semester Offered** | Choose an item. | | Choose an item. | |
| **\*Proposed Effective Term:** (Term is the first day of the month when the term begins, i.e., August 1, 2023 | | | Click or tap to enter a date. | | | |
| **Prerequisite(s)** |  | | | |  | |
| **Corequisite(s)** |  | | | |  | |
| **Course Description:** |  | | | |  | |
| **Course Expenses (if applicable):** |  | | | |  | |

**Part II:** Do these modifications change the major content areas, learning outcomes, and/or Student Outcomes Assessment? If yes, please provide updated information below. Is this course part of the Minnesota Transfer Curriculum?

|  |  |
| --- | --- |
| **Major Content Areas** (include primary topics or major course topics in this section – the “table of contents” for the course) | |
| **Current Information** | **Proposed Information** |
|  |  |

|  |  |
| --- | --- |
| **Course Level Student Learning Outcomes** | |
| **Current Information** | **Proposed Information** |
|  |  |

|  |  |
| --- | --- |
| **Course Level Student Outcomes Assessment**  List all Assessment Methods for assessing Learning Outcomes:  Examples:  1. Exam, objective  2. Quiz, written  3. Lab assignments  4. Research papers  5. Exam, practical | Click or tap here to enter text. |

**Minnesota Transfer Curriculum Courses**

|  |  |
| --- | --- |
| If changes include adding or changing Minnesota Transfer Curriculum Goal Area(s) and/or Competencies, list each goal area and the MnTC competencies the course will address. Course must meet at least 51% of competencies in a goal area to be in that goal area. Limit to only 2 Goal Areas. | |
| Select a goal area | List all competencies met here. |
| Select a goal area | List all competencies met here. |

**Part III: Program Learning Outcome – Core Ability**

**Is this course used for a summative assessment of a Program Level Student Learning Outcome? YES  NO  If yes, which PLO?** Click or tap here to enter text.

|  |  |
| --- | --- |
| **Core Abilities Met with this Course** | |
| **Current Information** | **Proposed Information** |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |

**\*APPROVALS:**

|  |  |  |
| --- | --- | --- |
| Division Chair |  | Click or tap to enter a date. |
| Dean |  | Click or tap to enter a date. |
| AASC Chair |  | Click or tap to enter a date. |
| VPAA |  | Click or tap to enter a date. |