

New Program Form

Use this form to create a new Program as part of a New Program Proposal. Attach a copy of the curriculum matrix used for Assessment. If creating a new program from an existing program, use the Program Modification Form instead. \* Required field

A letter of inquiry and notice of intent must be submitted to Minnesota State Colleges and Universities six months to one year prior to the expected new program implementation date. See the [Curriculum Forms & Resources](https://www.ntcmn.edu/myntc/faculty-resources/curriculum-forms-resources/) page for links to instructions for filing.

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

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

**\*Brief description of proposed program:**

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| Click or tap here to enter text. |

**\*Reason or rationale for proposed program:** Additional information may be required when submitted.

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| Click or tap here to enter text. |

**\*Does this program 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.

**\*Will this proposal offer a potential articulation agreement? YES** [ ]  **NO** [ ]

If YES, provide evidence for potential.

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|  | **Program Information:** |
| **Program Title** |  |
| **Award Type & Title if different from Program** |  Certificate [ ]   |
|  Diploma [ ]   |
|  AS [ ]   |
|  AAS [ ]   |

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| --- | --- |
| **Total Program Credits-CERT** |  |
| **Total Program Credits-DIP** |  |
| **Total Program Credits-AS** |  |
| **Total Program Credits-AAS** |  |
| **# of Terms to complete**  |  |
|  |  |
| **\*Proposed Effective Term** | Click or tap to enter a date. |

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| **Program Description** (To be included in Catalog)**:**  |  |

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| **Proposed Program Requirements:** Include a list of all courses for program: technical courses, courses taught by other programs, general education courses necessary to complete each award/degree.  |
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**New courses or courses to be modified to meet the new program’s requirements must have the appropriate Course Modification and/or New Course Form included in this submission.**

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| **Proposed Program Student Learning Outcomes:**\*Attach a curriculum matrix showing course alignment and assessment.  |
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**Please work in collaboration with others in your discipline in order to present the most complete new program.**

**Please review the information and follow the steps “For New Program Proposals” on the** [**Curriculum Forms & Resources webpage**](https://www.ntcmn.edu/myntc/faculty-resources/curriculum-forms-resources/)**. Attach a completed Minnesota State New Program Application and include the letter and notice of intent to be sent to Minnesota State. The full and complete Application must be attached to this Form when submitting to the AASC.**

**\*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. |