![Logo

Description automatically generated]()

New Course Form

Use this form to create a new course. If the course is to be included in a program of study, complete a Program Modification form or a New Program form showing how the course applies to the Program. \* 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 Acronym:** | Click here. |

**NTC Registrar will assign a new course number as needed.**

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

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

**\*Reason or rationale for new course:**

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| --- |
| 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.

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| --- | --- | --- | --- |
|  | **Current Information:** | | |
| **Course Number (if assigned)** |  | | |
| **Course Title** |  | | |
| **Credits (Total)** |  |
| **Lecture Credits** |  |
| **Lab Credits** |  |
| **Co-curricular Credits** |  |
| **Projected Maximum Class Size** |  |
| **Semester Offered** | Choose an item. |
| **\*Proposed Effective Term:** Term date is the first day of the month in which the term begins. | | Click or tap to enter a date. | |
| **Prerequisite(s)** |  | | |
| **Corequisite(s)** |  | | |
| **Course Description:** |  | | |
| **Course Expenses (if applicable):** |  | | |

**Part II:** Please add major content areas, learning outcomes, and Student Outcomes Assessment

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| --- |
| **Major Content Areas** (include primary topics or major course topics in this section – the “table of contents” for the course) |
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| **Course Level Student Learning Outcomes** |
|  |

|  |  |
| --- | --- |
| **Student Learning Outcomes Assessment**  *List all Assessment Methods used 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. See MnTC competencies list and approval process. | |
| 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** |
| Choose an item. |
| Choose an item. |
| Choose an item. |

**\*REVIEWED BY:** *It is recommended, but not required, that the Division Chair, Dean, and EVP review the proposed additions/changes to any program/courses before submission to the AASC.*

|  |  |  |
| --- | --- | --- |
| 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. |
| EVP |  | Click or tap to enter a date. |