

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

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

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| **\*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**  |
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| **Student Learning Outcomes Assessment***List all Assessment Methods used for assessing Learning Outcomes:*Examples: 1. Exam, objective2. Quiz, written3. Lab assignments4. Research papers5. Exam, practical | Click or tap here to enter text. |

**Minnesota Transfer Curriculum Courses**

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| 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.

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| **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.*

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| 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. |