**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**

## COURSE MODIFICATION

**\*A new course outline must be submitted with this form**

**\*Remove all instructions that are in red prior to submitting**

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted By: | Click to enter your name | Date: | Click arrow for date picker |
| Campus: | Select your Campus | Phone: | Click to enter phone # |
| Course Discipline: | Choose a Subject. | Course Number | Click here to enter course number. |
| Course Title: | Click or tap here to enter text. |
| Division: | Choose a Division. |

**Modification Effective Date:** Choose a term.

**Rationale: Why is this request being made?**

Click or tap here to enter text.

**What is Changing? Please fill out completely/check the box for what is changing**

**Course credits or length of course :** [ ]

**Current: Lecture:** Choose an item. **Lab:**Choose an item. **Clinical:** Choose an item. **Total Credits:** Choose an item.

**Proposed: Lecture:** Choose an item. **Lab:**Choose an item. **Clinical:** Choose an item. **Total Credits:** Choose an item.

**Course Title:** [ ]

**Current Title:**Click or tap here to enter text.

**Proposed Title:** Click or tap here to enter text.

**Course Description:** [ ]

**Should begin with the course name followed by an action verb. /contains only class content. This will be published in catalog and published on website EXACTLY as written here:**

**Current:** Click or tap here to enter text.

**Proposed:** Click or tap here to enter text.

**Prerequisite(s):** [ ]

**Check with Academic Affairs Coordinator to make sure you are listing correct pre-reqs,**

**Current:** Click or tap here to enter text.

**Proposed:** Click or tap here to enter text.

**FULFILLS MN TRANSFER CURRICULUM AREA(S)** [ ]

**Remove Goal Areas that are not applicable and make sure to select each competency that the course meets**

**Current Competencies: Example: just list Goal area 1, competency 1,3,4.**

Click or tap here to enter text.

**Proposed Goal Areas:**

[ ] Goal 1: Communication: By meeting the following competencies:

 Type in the competencies.

[ ] Goal 2: Critical Thinking: By meeting the following competencies:

Type in the competencies.

[ ] Goal 3: Natural Sciences: By meeting the following competencies:

Type in the competencies.

[ ] Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:

Type in the competencies.

[ ] Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:

Type in the competencies.

[ ] Goal 6: The Humanities and Fine Arts: By meeting the following competencies:

Type in the competencies.

[ ] Goal 7: Human Diversity: By meeting the following competencies:

Type in the competencies.

[ ] Goal 8: Global Perspective: By meeting the following competencies:

Type in the competencies.

[ ] Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:

Type in the competencies.

[ ] Goal 10: People and the Environment: By meeting the following competencies:

Type in the competencies.

**Other Changes:** [ ]

**Current:**Click or tap here to enter text.

**Proposed:** Click or tap here to enter text.

**Explain how this course change will affect other departments/programs.**

Submit Program Modification paperwork if necessary.

Click or tap here to enter text.

**Explain how this course change will affect existing articulation agreements.**

Click or tap here to enter text.

Submission Checklist:

[ ]  New Course outline

[ ]  Course description meets required college format/contains only course content

[ ]  I have researched the effect of the change on other programs and articulation agreements

**Signatures:**

**Please send to the Academic Affairs Coordinator to route thru DocuSign for signatures**

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Signature** | **Date** |
| Faculty: |  |  |
| Department Head: (if TPT faculty) |  |  |
| Academic Affairs Coordinator: |  |  |
| Academic Dean: |  |  |
| Division Chair: |  |  |
| Advisory Committee: (if applicable)Liberal Arts Transfer Pathway Committee Chair: (If applicable)Provost (only TPT need this step |  |  |
| Academic Affairs & Standards Council Chair: |  |  |

Comments: Click or tap here to enter text.

Revised Date: Click or tap to enter a date.