



No Textbook Cost (NTC) Attribute Addition/Removal Form

References: [OER/NTC Steering Committee](#)

Purpose of Form

1. Propose: To approve the addition of a course designation as NTC.
2. Propose: To approve the removal of a course designation as NTC.

Requirements for Submission

1. Followed the processes outlined in the [No Textbook Cost Designations and Processes Guideline](#).
2. Signed copies (Chair and Dean) of this completed form are presented to the OER Steering Committee.

Requirements to ADD a NTC Attribute to a Course

1. All course sections, except CCCOnline, use the NTC materials approved by the Teaching and Learning Center.
2. Faculty review NTC materials for broken links annually.
3. The Teaching Learning Center and faculty conduct a quality assurance review every 5 years.
4. NTC materials are utilized by all course sections, except for CCCOnline, for 5 years.

Requirements to REMOVE a NTC Attribute from a Course

1. A minimum of 5 years has passed since receiving the NTC attribute.
2. All course sections, except CCCOnline, will have the NTC designation removed.

Course Name (prefix, number, section): _____

Course Reference Number (CRN for existing courses): _____

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I have proposed this NTC Attribute Approval/Removal as the program chair and agree to the requirements in this form.

Program Chair (print): _____

Program Chair Signature: _____ Date: _____

I have read this NTC attribute/removal as the Dean and approve the change requested.

Dean (print): _____

Dean Signature: _____ Date: _____

This proposal has been approved by the OER/NTC Steering Committee.

Director of the TLC (print): _____

Director of the TLC Signature: _____ Date: _____

I approve this course for to receive/remove the NTC attribute in the upcoming schedule in Banner/Navigate and on the OER/NTC webpage.

Provost (print): _____

Provost Signature: _____ Date: _____