



New Revised Effective Date: _____

Course Information Guide

I. COURSE DETAILS:

COURSE NUMBER: _____ COURSE TITLE: _____

DEPARTMENT: _____ CREDITS: ____ CIP#: _____ assigned by OI

COURSE DESCRIPTION:

COURSE OUTCOMES:

PRE-REQUISITE OR CO-REQUISITE (include rationale and supporting data)

| Current Credit Breakdown | Proposed Credit Breakdown | Current Contact Hours Per Week | Proposed Contact. Hours Per Week | Contact Hour Formula |
|--------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|
| ___ Lecture | ___ Lecture | ___ Lecture | ___ Lecture | 1 lecture = 1 contact hour |
| ___ Lecture/Lab | ___ Lecture/Lab | ___ Lecture/Lab | ___ Lecture/Lab | 1 lecture/lab = 2 contact hrs |
| ___ Lab | ___ Lab | ___ Lab | ___ Lab | 1 lab = 3 contact hours |
| ___ Total Credits | ___ Total Credits | ___ Total Contact Hours per week | ___ Total Contact Hours per week | |

COURSE TYPE: (Check only one)

- 100 LOWER DIVISION COLLEGIATE 220 OCCUPATION 009.XXX
 210 OCCUPATION PREPARATORY 330 DEVELOPMENTAL

II. RATIONALE:

Provide rationale for course change:

Discuss Impact on other degrees and programs:

Does this course transfer to other Oregon colleges/universities as anything other than an elective?

_____ YES _____ NO If yes, please list these college(s) and course equivalency.

If CTE program, include documentation that Advisory Committee has discussed and recommended the revision.

Does this course articulate with Early College Credit? _____YES _____NO

If yes, please discuss impact of the change on articulation agreements.

If applying for any of the following, check the appropriate boxes and include your completed degree requirement forms with this course proposal. If requesting to meet Foundational or Discipline requirements, attach separate forms.

**Refer to Appendix E/CCWD Handbook or BMCC checklists.

- AAOT
- AS (Associate of Science)
 - Arts & Letters
 - Mathematics
 - Science /Computer Science
 - Lab Science
 - Social Sciences
 - Foundational Requirements (WR, COM, MATH, Health/ Wellness)
 - CTE Elective
 - Elective
- AAS/Certificate(s) of Completion
 - Program Requirement
 - Program Elective

This course meets other degree requirements (submit rationale)

**Refer to Appendix E/CCWD Handbook or BMCC checklists.

- CULTURAL LITERACY COURSE HUMAN RELATIONS COMPUTER LITERACY COURSE

III. FINANCIAL AID & STUDENT IMPACT:

Describe Financial Impact- (faculty workload, equipment, additional resources)

Describe Student Impact- (tuition, Additional course or program fees if requested)

IV. FINAL SIGNATURES

Department Chair _____ Date _____

CTE Dean _____ Date _____ (If CTE Course)

VP of Instruction _____ Date _____

V. ADDITIONAL DOCUMENTS REQUIRED:

- Course syllabus including updated learning outcomes
- Documentation for description as cultural literacy, computer literacy, human relations, discipline studies or foundational requirement

Approved by Curriculum Date_____

Submitted to Web Forms Date_____

Effective Catalog Date_____