



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\_\_\_\_\_