



Course Information Guide

New Revised

Effective Date:

I. COURSE DETAILS:

CREDIT

NON-CREDIT

COURSE NUMBER: COURSE TITLE:

ALTERNATE COURSE NUMBER (if applicable): DEPARTMENT:

CREDITS: VARIABLE CREDIT: NO YES If yes, MIN MAX

Current Credit Breakdown	Proposed Credit Breakdown	Current Contact Hours Per Week	Proposed Contact Hours Per Week	Proposed Total Hours Per Term
___ Lecture	___ Lecture	___ Lecture	___ Lecture	___ Lecture
___ Lecture/Lab	___ Lecture/Lab	___ Lecture/Lab	___ Lecture/Lab	___ Lecture/Lab
___ Lab	___ Lab	___ Lab	___ Lab	___ Lab
___ Clinical	___ Clinical	___ Clinical	___ Clinical	___ Clinical
___ Total Credits	___ Total Credits	___ Total Contact Hours Per Week	___ Total Contact Hours Per Week	___ Total Hours Per Term

CONTACT HOUR FORMULA

IU

1 Lecture = 1 Contact Hr 1 Lecture/Lab = 2 Contact Hrs 1 Lab = 3 Contact Hrs 1 Clinical = 3 Contact Hrs

COURSE DESCRIPTION:

PRE-REQUISITE OR CO-REQUISITE: (Include rationale and supporting data)

COURSE OUTCOMES:

REPEATABLE FOR CREDIT: NO YES

AUDITABLE: NO YES

GRADING METHOD: LETTER GRADE PASS/FAIL

CIP INFORMATON (PROVIDED BY OFFICE OF INSTRUCTION)

CIP#: CIP DESCRIPTION:

COURSE TYPE/ACTI CODE: (Check only one)

- 100 LOWER DIVISION COLLEGIATE (ACTI 100 ONLY, must select one of these three):
 - FOUNDATIONAL REQUIREMENT DISCIPLINE STUDIES ELECTIVE ONLY
- 210 CTE PREPARATORY 211 STANDALONE CTE PREP 220 OCCUPATIONAL SUPPLPLEMENTARY
- OTHER: CODE NO: CODE NAME:

CREDIT FEES (e.g. science lab, ag, etc.):

NON-CREDIT FEES: ACTIVITY FEE UNIVERSAL FEE OTHER FEE

CREDIT FOR PRIOR LEARNING ACCEPTED (CLEP SCORE, CERTIFICATION, PORTFOLIO, ETC.):

II. RATIONALE:

Provide Rationale for Course Addition or Change:

Discuss Impact on Other Degrees and Programs:

CATALOG CLASSIFICATION (check all that apply)

AAOT or AS (Associate of Science) or AGS (Associate of General Studies)

Foundational Requirements (WR, COM, MATH, Health/ Wellness)

Health/Wellness

CTE Course

Mathematics

CTE Elective

Science Lab

General Elective

Science Non-Lab

IST Elective

Social Science

AAS/Certificate(s) of Completion

Program Requirement

Program Elective

OTHER DEGREE REQUIREMENTS (Document submission required)

ARTS & LETTERS

CULTURAL LITERACY

HUMAN RELATIONS

MATHEMATICS

SCIENCE/COMPUTER SCIENCE

SOCIAL SCIENCE

SPEECH/ORAL COMMUNICATION

WRITING

Has the Advisory Committee (CTE) or Department (general education) discussed and recommended the addition/revision?

NO

YES

If yes, please include recommendation documentation.

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

NO

YES

If yes, please list the college(s) and course equivalency.

Does this course articulate with Early College Credit? NO

YES

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

III. FINANCIAL & 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	<input type="text"/>	Date	<input type="text"/>
Academic Dean	<input type="text"/>	Date	<input type="text"/>
VP of Instruction	<input type="text"/>	Date	<input type="text"/>

V. SUBMITTED DOCUMENTS

- Course Information Guide
- Course Syllabus including Updated Learning Outcomes
- Advisory Committee/Department Recommendation Documentation
- Other Degree Requirement Documentation (if applicable)
 - Arts & Culture Requirement Documentation (if applicable)
 - Cultural Literacy Requirement Documentation (if applicable)
 - Human Relations Requirement Documentation (if applicable)
 - Mathematics Requirement Documentation (if applicable)
 - Science/Computer Science Requirement Documentation (if applicable)
 - Social Science Requirement Documentation (if applicable)
 - Speech/Oral Communication Requirement Documentation (if applicable)
 - Writing Requirement Documentation (if applicable)

Additional Documents (please list):

VI. IMPORTANT DATES

	DATE	INITIAL
APPROVED BY CURRICULUM COMMITTEE		
SUBMITTED TO WEB FORMS		
WEB FORMS APPROVAL		
ENTERED INTO SIS		
ADDED TO CATALOG		

NOTE: Courses not reviewed or offered for five years will be automatically deleted from State approval.

STATUS CHANGES	DATE	INITIAL