*Please enter information for the new course you are proposing below. Your careful attention to completion of all fields is appreciated. Thank you!*

Top of Form

## Basic Information

**Name of New Course Contact**: *Fill in your information here*

**Bottom of Form**

**Contact Title**:

**Department**:

**Supervisor:**

**Program:**

## New Course Information

**Date, Year, and Term of Proposed Implementation**:

**Course Title**:

**Course Number**:

**Number of Credits**:

**Activity Code:**

\_\_100 - Lower Division Collegiate

\_\_210 - CTE Preparatory

\_\_211 - Stand-alone (Independent) CTE Preparatory

\_\_220 - CTE Supplemental

\_\_230 - CTE Apprenticeship

\_\_310 - English as a Second Language

\_\_320 - Adult Basic Education

\_\_330 - General Education Development Test Preparation

\_\_340 - Adult High School Diploma, High School Completion

\_\_350 - Post-Secondary Remedial, Reading or Writing

\_\_351 - Post-Secondary Remedial, Math

\_\_352 - Post-Secondary Remedial, Electives

\_\_360 - ACE – Unknown

\_\_361 - ACE - Health and Fitness

\_\_362 - ACE – Safety

\_\_363 - ACE – Workforce

\_\_510 - Non-Reimbursable – Unknown

\_\_511 - Non-Reimbursable - Hobby and Recreation

\_\_512 - Non-Reimbursable - Other/Administrative

**Course Type**

*(If your course is a combination of the below options, please define it in ‘other’)*

*\_\_*Lecture (11 hrs/credit)

\_\_Lab (30 hrs/credit)

\_\_Lecture/Lab (20 hrs/credit)

\_\_Other:

**Number of Hours:**

*See 'course type' above for guidance*

**Co- and Pre-Requisite Information**

*Please define any co- or pre-requisite information*.

**Co- and Pre-Requisite Enforcement**

*Please choose an enforcement option for the information listed above.*

\_\_Registration Enforced

\_\_Instructor Enforced

\_\_Combination or Other Enforcement

***If you chose 'Combination or Other Enforcement' above, please describe.***

**Catalog Course Description – *see attached course outline***

**Grading Option:**

**Load Factor:**

**Award Information:**

***Please select all that apply.***

\_\_AA

\_\_AS

\_\_AAS

\_\_Below 100-Level

\_\_Elective

\_\_Certificate

\_\_AAOT

***If you selected 'AAOT' above, please select the area of distribution below.***

\_\_Arts and Letters

\_\_Mathematics

\_\_Science or Computer Science

\_\_Social Science

\_\_Speech/Oral Communication

\_\_Writing

\_\_Cultural Literacy

## CTE and Lower Division Collegiate Proposals Only

**Approved by Advisory Committee?**

**Minutes must be submitted to IC**

\_\_Yes

\_\_No

Course on "LDC Course List" with ODE?

\_\_Yes

\_\_No (Course has been approved for transfer.)

\_\_To Be

Course Type:

\_\_Occupational Preparatory (organized degree/cert. program)

\_\_Occupational Supplementary

\_\_Foundational Requirement

\_\_Discipline Studies

\_\_Elective

**Required Course Information**

***Please list all programs for which this course will be required***

## New Course Justification

**Student Need for Course *(Please describe)***

**Course Impacts *(Select all that apply)***

\_\_Instructional costs (staff, materials, equipment, or facilities) are required.

\_\_Additional instructional costs (staff, materials, equipment, or facilities) are needed.

\_\_Impact to other divisions in terms of classes and staffing

\_\_Other

**Course Impact Description**

*For any of the course impacts listed above, please describe.*

**Replacement Course For:**

## Additional Process Items

*Please check all of the additional forms and documents you have completed and submit along with this form Curriculum Committee. Links to fill-able versions of these forms can be found at* [http://new.umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces](http://www.google.com/url?q=http%3A%2F%2Fnew.umpqua.edu%2Fresources-and-services%2Ffaculty-and-staff%2Fcommittees-taskforces&sa=D&sntz=1&usg=AFQjCNEYUwCZI8Kd9jbbvAOB5qNTUGAxWQ)

\_\_ Course Outline - required

\_\_ Start-Up Budget (if needed)

\_\_Advisory Committee Minutes (if needed)