**Course Number/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1: Course Details**

[ ]  Section complete

**Part 2: Rationale, Equity, Library, Course Overlap**

[ ]  Rationale and context for proposal

[ ]  Curriculum equity statement

[ ]  Library consultation completed

[ ] Course overlap (if applicable); dean approval required

**Part 3: Outcomes, Assessments, Topics**

[ ]  Proposal includes learning outcomes, assessments, major course topics (course outline)

**Part 4: Financial and Student Impact**

[ ]  We have conducted a financial impact analysis, with the division dean, of the proposed course, including: Additional instructional costs; workload (both FT and PT faculty and classified staff); physical space requirements (e.g., labs); additional equipment needs; additional fees; any cost reductions

[ ]  Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Explain additional costs:

[ ]  We have conducted a student impact analysis, with the division dean, of the proposed course, including: Effect of changes on program requirements, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments; determination of how new/revised courses transfer to four-year schools (particularly in Oregon)

 **Part 5: Degree Requirements Applications (if applicable)**

[ ]  Degree requirements (AAOT, Human Relations, Cultural Literacy) forms submitted along with new course form

**ADDITIONAL INFORMATION**

[ ]  We have consulted all relevant [academic advisor(s)](https://www.lanecc.edu/advising/advisors) about course articulation agreements and transfer issues.

[ ]  We have informed the [High School Connections](https://www.lanecc.edu/hsconnections/contact) Office about this new course. Contact x3289.

[ ]  We have informed our [Co-operative Education](https://www.lanecc.edu/cooped/co-op-program-and-coordinator-directory) coordinator about this new course.

[ ]  Reviewed by faculty (discipline team and/or those affected by this new course, including those in other divisions, departments, and programs). [Date reviewed xx/xx/xx]

[ ]  Career technical programs: The Advisory Committee has been involved in this curriculum revision.

[ ]  We contacted Academic Technology Center about developing an online course version (if applicable)

**Special fees (if applicable)**

[ ]  Fee rationale and request forms were completed and turned in ­on [mm/dd/yyyy] (see COPPs [Fees: Special](https://www.lanecc.edu/copps/documents/fees-special))

**Minimum Course Certification Standards (required to be submitted to ASA)**

[ ]  Minimum Course Certification Standards form will be submitted to Academic and Student Affairs office (Bldg. 3, main campus) at the same time as course documents. Contact x5746 for help. (**also required for 199/299 experimental courses)**

**Department review and signatures (required prior to submission).**

[ ]  Signature of dean approving course overlap (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

[ ]  **Librarian** name and signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

[ ]  **Administrative Coordinator** name and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

[ ]  **Faculty Course Developer** name and signature (signature indicates proposal and checklist complete, ready for Committee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

[ ]  **Division Dean** name and signature (signature indicates proposal and checklist complete, ready for Committee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: