

# Summer 2020 Course Proposal Form

Please complete one form for each new course you would like to propose for Summer Session 2020.

Course information:

Course Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Shared resource/cross list: Yes No (circle one) If yes, what is the other course? \_\_\_\_\_

Options (please note: schedule types and attributes are generally brought into Banner from the catalog automatically)			
<p><b>AVAILABLE ENROLLMENT CAPS</b></p> <p><input type="checkbox"/> Standard (Lecture 25) (Ind. Study 3)</p> <p><input type="checkbox"/> 28 (over-enrollment)</p> <p><input type="checkbox"/> Other (specify number and provide justification): _____</p> <p><b>AVAILABLE CREDIT HOURS</b></p> <p><input type="checkbox"/> 0</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 5</p> <p><input type="checkbox"/> other, please specify: _____</p>	<p><b>AVAILABLE SESSION/TERMS</b></p> <p><input type="checkbox"/> Full Session (May 20 – August 3)</p> <p><input type="checkbox"/> Session I (May 20 - June 24)</p> <p><input type="checkbox"/> Term A (May 20 - June 8)</p> <p><input type="checkbox"/> Term B (June 9 - June 24)</p> <p><input type="checkbox"/> Session II (June 29– August 3)</p> <p><input type="checkbox"/> Term C (June 29 - July 14)</p> <p><input type="checkbox"/> Term D (July 15 – August 3)</p> <p><input type="checkbox"/> Other dates, please specify: _____</p> <p>NOTE: Classes should NOT be held on May 25 or July 3.</p> <p><b>INSTRUCTOR</b></p> <p>Instructor first and last name: _____</p> <p>Instructor C#: C00 _____</p> <p><i>Has instructor taught an online course before?</i>  <i>Yes/No (circle one)</i></p>	<p><b>AVAILABLE DELIVERY METHODS</b></p> <p><input type="checkbox"/> Online</p> <p><input type="checkbox"/> Hybrid** (consistent online/in-class schedule – ex: M/W online &amp; T/R on-campus for the duration of the session/term)</p> <p><input type="checkbox"/> Blended** (sporadic online/in-class schedule – ex: almost all online with a testing day on-campus a few times during the session/term)</p> <p><input type="checkbox"/> On-Campus**</p> <p style="text-align: center;">**For on-campus meetings**</p> <p>Desired Building: _____</p> <p>Desired Room(s): _____</p> <p>Begin Time: _____ End Time: _____</p> <p>Days: M T W R (circle all that apply) or specify dates below (blended)</p> <p>_____</p> <p>_____</p>	<p><b>AVAILABLE SCHEDULE RESTRICTIONS</b></p> <p><input type="checkbox"/> Open to all students</p> <p><input type="checkbox"/> Special permission</p> <p><input type="checkbox"/> Majors only (list majors to be included)</p> <p><input type="checkbox"/> Non-Majors only (list majors to be excluded)</p> <p><b>ADDITIONAL OPTIONS</b></p> <p>Prerequisites (list)</p> <p>Attributes (list)</p> <p>Schedule Type (list)</p>

Other instructor/department notes/questions/comments:

See reverse for signatures

# Summer 2020 Course Proposal Form



Course Fees (if applicable) *(Beyond Standard Tuition and Fees)*:  Yes  No Fee Amount: \_\_\_\_\_ Has your fee been approved?  Yes  No

NOTE: it is your responsibility to be sure that any proposed fees have been submitted to the Business Office for the proper approval. For questions on the process, please feel free to contact our office and we will be happy to assist you.

Signature and notes	Date
Instructor	
Chair	
Dean	
Director of Extended Learning	

**Extended Learning Office Use Only:** Course Reference Number (CRN): \_\_\_\_\_ Section Number: \_\_\_\_\_ Date Built: \_\_\_\_\_