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? __________________________________________

<table>
<thead>
<tr>
<th>AVAILABLE ENROLLMENT CAPS</th>
<th>AVAILABLE SESSION/TERMS</th>
<th>AVAILABLE DELIVERY METHODS</th>
<th>AVAILABLE SCHEDULE RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Standard (Lecture 25) (Ind. Study 3)</td>
<td>__ Full Session (May 20 – August 3)</td>
<td>__ Online</td>
<td>__ Open to all students</td>
</tr>
<tr>
<td>28 (over-enrollment)</td>
<td>__ Session I (May 20 - June 24)</td>
<td>__ Hybrid** (consistent online/in-class schedule – ex: M/W online &amp; T/R on-campus for the duration of the session/term)</td>
<td>__ Special permission</td>
</tr>
<tr>
<td>__ Other (specify number and provide justification):</td>
<td>__ Term A (May 20 - June 8)</td>
<td>__ Blended** (sporadic online/in-class schedule – ex: almost all online with a testing day on-campus a few times during the session/term)</td>
<td>__ Majors only (list majors to be included)</td>
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<td></td>
<td>__ Term B (June 9 - June 24)</td>
<td>__ On-Campus**</td>
<td>__ Non-Majors only (list majors to be excluded)</td>
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<td></td>
<td>__ Session II (June 29– August 3)</td>
<td></td>
<td><strong>For on-campus meetings</strong></td>
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<td></td>
<td>__ Term C (June 29 - July 14)</td>
<td>Desired Building:</td>
<td>ADDITIONAL OPTIONS</td>
</tr>
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<td></td>
<td>__ Term D (July 15 – August 3)</td>
<td>Desired Room(s):</td>
<td>Prerequisites (list)</td>
</tr>
<tr>
<td></td>
<td>__ Other dates, please specify:</td>
<td>Begin Time:</td>
<td>Attributes (list)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End Time:</td>
<td>Schedule Type (list)</td>
</tr>
</tbody>
</table>

NOTE: Classes should NOT be held on May 25 or July 3.

INSTRUCTOR

Instructor first and last name: ____________________________

Instructor C#: C00 ________________

Has instructor taught an online course before? Yes/No (circle one)

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.

<table>
<thead>
<tr>
<th>Signature and notes</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Instructor</td>
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<tr>
<td>Chair</td>
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<td>Dean</td>
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<tr>
<td>Director of Extended Learning</td>
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</tbody>
</table>

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