Winter 2020 Course Proposal Form

Please complete one of these forms for each course you would like to propose for inclusion in the 2020 Winter Session offerings.

Course Subject Code: ___________ Course Number: ___________ Course Title: ____________________________________________________________

Credit Hours: ___________ Instructor Name & C Number: _______________________________________________________________

Enrollment Cap (maximum number of students) (select 1): □ Standard (Lecture 25) (Ind. Study 3) □ 28 (over-enrollment) □ Other (specify number and provide justification): ____________________________________________________________

Cross-List/Shared Resource(s) [if applicable]: _______________________________________________________________

Concurrent Course(s) [if applicable]: _______________________________________________________________

<table>
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<tr>
<th>Term (select one)</th>
<th>Delivery Method (select one)</th>
<th>Schedule Restrictions (select one)</th>
<th>Schedule Type and Attributes</th>
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| □ Session I (December 17, 2019 until January 17, 2020) | □ Online □ Hybrid** □ Blended** □ On-Campus** | □ Open to all students □ Special Permission □ Majors Only (list majors) □ Non-Majors Only (list majors to be excluded) □ Prerequisites (list all prerequisites) | **For on-campus meetings**
Park Center / Professional Studies (circle one)
Desired Room(s): __________ Begin Time: _____ End Time: _____
Days: M T W R F (circle all that apply) or specify dates below (blended)
__________________________________________________________
Courses during the Winter Session are generally held in Park Center or Professional Studies Building.
Other building/room & justification: _______________________________________________________________

**Reading Intensive (this is NOT automatically applied, WI is specific to each section of an approved course)**
□ Capstone Course
□ Directed Study
□ Fieldwork
□ Individual Study
□ Internship
□ Liberal Arts
□ Research
□ Other (please specify):

NOTE: online course(s) may NOT fulfill the Presentation Skills requirement.

Fees (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.

Instructor signature and notes: __________________________________________________________________________ Date: __________

Department Chair signature and notes: __________________________________________________________________________ Date: __________

Dean’s signature and notes: _________________________________________________________________________________ Date: __________

Director of Extended Learning signature (indicates final approval) and notes: __________________________________________________________________________ Date: __________

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