

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.



Extended Learning Office

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): _____

Term (select one)	Delivery Method (select one)	Schedule Restrictions (select one)	Schedule Type and Attributes
<p><input type="checkbox"/> Session I (December 17, 2019 until January 17, 2020)</p> <p><input type="checkbox"/> Session II (January 3 until January 16, 2020)</p> <p>NOTE: Classes will not be held Tuesday, December 24, Wednesday, December 25, Tuesday, December 31 or Wednesday, January 1. Classes should not be held and assignments should not be due. Many campus offices will not be available to support instructors or students on these days.</p>	<p><input type="checkbox"/> Online <input type="checkbox"/> Hybrid** <input type="checkbox"/> Blended** <input type="checkbox"/> On-Campus**</p> <p>**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) _____ _____</p> <p>Courses during the Winter Session are generally held in Park Center or Professional Studies Building.</p> <p>Other building/room & justification: _____ _____</p>	<p><input type="checkbox"/> Open to all students <input type="checkbox"/> Special Permission <input type="checkbox"/> Majors Only (list majors) <input type="checkbox"/> Non-Majors Only (list majors to be excluded) <input type="checkbox"/> Prerequisites (list all prerequisites)</p>	<p>NOTE: schedule types and attributes are generally brought into Banner via what is in the catalog. Please indicate anything new, extra, or different below</p> <p><input type="checkbox"/> <u>Writing Intensive</u> (this is NOT automatically applied, WI is specific to each section of an approved course) <input type="checkbox"/> Capstone Course <input type="checkbox"/> Directed Study <input type="checkbox"/> Fieldwork <input type="checkbox"/> Individual Study <input type="checkbox"/> Internship <input type="checkbox"/> Liberal Arts <input type="checkbox"/> Research <input type="checkbox"/> Other (please specify): _____</p> <p>NOTE: online course(s) may NOT fulfill the Presentation Skills requirement.</p>

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: _____

