

Winter 2017 Course Building & Proposal Form

Winter 2017 Session Dates: Wednesday, January 4 to Wednesday, January 18

Select Desired Status (REQUIRED) <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Delete
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Please complete one of these forms for each course you would like to propose for inclusion in the 2016 Winter Session offerings.

Department: _____ **Course Subject:** _____ **Course Number:** _____ **Section:** _____ **Cross-List (If Any):** _____

Course Title: _____ **Fees (Beyond Standard Fees & Tuition):** Yes No **Fee Amount:** _____

Concurrent Course (e.g. Lab courses that must also be taken): _____ **Credit Hours** _____ **Attributes:** _____

Writing Intensive: Yes No **Liberal Arts Course:** Yes No **Presentation Skills:** Yes No **Instructor:** _____

In the table below, select any changes you wish to make in the bottom row. The previous year's values are in the grey shaded row.

Select Restrictions	Online Instruction	Select Schedule Type
Select Restrictions:	Select Status:	Select Schedule Type:
<input type="checkbox"/> Majors Only <input type="checkbox"/> Non-Majors Only <input type="checkbox"/> Special Permission <input type="checkbox"/> Open to All Students <input type="checkbox"/> Prerequisites:	<input type="checkbox"/> Online Only <input type="checkbox"/> Hybrid (Online & On-Campus) On-Campus Dates:	<input type="checkbox"/> Activity <input type="checkbox"/> Student Teaching <input type="checkbox"/> Fieldwork <input type="checkbox"/> Observation <input type="checkbox"/> Lab <input type="checkbox"/> Co-Op Education <input type="checkbox"/> Internship <input type="checkbox"/> Participation <input type="checkbox"/> Studio <input type="checkbox"/> Seminar <input type="checkbox"/> Lecture <input type="checkbox"/> Ind. Study <input type="checkbox"/> Research <input type="checkbox"/> Directed Study

Requested Classroom: Park Center Professional Studies Building **Rm:** _____ **Start Time:** _____ **End Time:** _____ **Days:** _____

Maximum Number of Students (If not standard 25): _____ or choose to raise the capacity to 28 for extra enrollment compensation for over 21 students: YES
Only available for traditional and web classes.

Justification for Lower Capacity: _____

For the course to be offered the instructor must agree, by signing this form, to teach the course pro-rated if it is under enrolled. Attach Additional Sheets If Needed

Instructor Signature: _____ C-Number: C00 _____ Date: _____
 Department Chair Signature: _____ Date: _____
 Dean's Signature: _____ Date: _____
 Assoc. Provost's Signature Final Approval: _____ Date: _____

REG USE ONLY: COURSE CRN: _____ ENTERED BY: _____ DATE: _____ Former CRN: _____
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