

WINTER 2025 COURSE PROPOSAL FORM- NEW COURSE



Please complete one form for each new course you would like to propose for Winter Session 2025.

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>AVAILABLE ENROLLMENT CAPS</p> <p>Undergraduate Courses <input type="checkbox"/> 25 <input type="checkbox"/> Overenroll to _____ <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>Graduate Courses <input type="checkbox"/> 20 <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>Independent Studies/Directed Studies/Internship/Fieldwork <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other (specify number and provide justification): _____</p> <p>AVAILABLE CREDIT HOURS <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other, please specify: _____</p>	<p>AVAILABLE SESSION/TERMS</p> <p><input type="checkbox"/> Session I: Tuesday, December 17, 2024 – Tuesday, January 21, 2025</p> <p><input type="checkbox"/> Session II: Tuesday, January 7 – Tuesday, January 21, 2025</p> <p><input type="checkbox"/> Other dates, please specify: _____</p> <p>Experiences held outside of an established session/term still must adhere to the closest session/term drop/add/withdrawal and liability dates.</p> <p>NOTE: Holidays: Tuesday, 12/24; Wednesday, 12/25; Tuesday, 12/31; Wednesday, 1/1 and Monday, 1/20.</p> <p>INSTRUCTOR</p> <p>Instructor first and last name: _____</p> <p>Instructor C#: C00 _____</p> <p>Has instructor taught an online course before? Yes/No (circle one)</p> <p>Is this instructor an adjunct? Yes/No (circle one)</p>	<p>AVAILABLE DELIVERY METHODS</p> <p><input type="checkbox"/> Online Asynchronous <input type="checkbox"/> Online Synchronous** <input type="checkbox"/> On-Campus** <input type="checkbox"/> Hybrid** <input type="checkbox"/> Blended**</p> <p>**For on-campus or synchronous meetings** Park Center / Professional Studies (Circle one)</p> <p>Desired Room(s): _____</p> <p>Begin Time: _____ End Time: _____</p> <p>Days: M T W R F (circle all that apply) or specify dates below (blended) _____ _____</p> <p>On-campus courses during the Winter Session are generally held in Park Center or Professional Studies Building.</p> <p>Other building/room & justification: _____ _____</p>	<p>AVAILABLE SCHEDULE RESTRICTIONS</p> <p><input type="checkbox"/> Open to all students <input type="checkbox"/> Special permission <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>ADDITIONAL OPTIONS Attributes (list) _____</p> <p>WRITING INTENSIVE ATTRIBUTE Current approved WRIT courses will only be offered as WRIT.</p> <p>PRESENTATION SKILLS REQUIREMENT</p> <p>*See reverse for signatures</p>

Other instructor/department notes/questions/comments:

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Brightspace Section Merge Request (if applicable):

____ This section should be merged with additional sections of the same course taught by the same faculty member.

CRNs will be provided after the course build process is complete. The parent course will be assigned to the lowest CRN # (and lower section, i.e. 010) and child courses will be identified as any higher CRN (and higher section, i.e. 011).

Details for Merge and FERPA Procedures can be found through Information Resources' [Knowledge Base](#). By requesting the above merge and signing the faculty teaching contract for Winter Session 2024, the faculty member acknowledges they have read the procedure for merging courses and remaining compliant with FERPA. The chair's signature on this form meets supervisor approval.

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 proper approval. The deadline for Winter Session courses is September 1 and the form is available [online](#). For questions on the process, please feel free to contact our office and we will be happy to assist you.

Presentation Skills (if applicable): Guidelines and information pertaining to Presentation Skills and online courses can be found in the current [Catalog](#).

Writing-Intensive (if applicable): Guidelines and information pertaining to Writing-Intensive Courses can be found in the current [Catalog](#).

Faculty signatures are not required on proposals. Faculty will sign their teaching contract.	Date
Chair signature and notes (Electronic signatures are accepted).	

Please submit proposal to the Extended Learning Office

Please note: Instructor signature will be reflected on the faculty teaching contract. Director of Extended Learning and Dean consideration notes and decisions will be documented in the course build workbook.

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