

Winter 2018 Course Proposal Form



Extended Learning Office

Please complete one of these forms for each course you would like to propose for inclusion in the 2018 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): _____

Term (select one)	Delivery Method (select one)	Schedule Restrictions (select one)	Schedule Type and Attributes
<input type="checkbox"/> Session I (December 19, 2017 until January 19, 2018)* <input type="checkbox"/> Session II (January 3, 2018 until January 17, 2018) *Please include a reason for selecting Session I:	<input type="checkbox"/> On-Campus** <input type="checkbox"/> Online <input type="checkbox"/> Hybrid** <input type="checkbox"/> Blended** <p style="text-align: center;">**For on-campus meetings**</p> 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 style="text-align: center;">Courses during the Winter Session are generally held in Park Center or Professional Studies Building.</p> Other building/room & justification: _____ _____	<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><u>NOTE:</u> schedule types and attributes are generally brought into Banner via what is in the catalog. Please indicate anything new, extra, or different below</p> <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"/> Presentation Skills <input type="checkbox"/> Research <input type="checkbox"/> Writing Intensive <input type="checkbox"/> Other (please specify):

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: Course Reference Number (CRN): _____ Section Number: _____ Date Built: _____