

Shortened Academic Term

General Education Program Course Proposal Application

This form is designed for submission of approval of a General Education Designated Course to be taught during any term less than the six weeks.

1. This course is currently approved for _____ designation for a regular term.
2. This course is seeking approval for _____ designation to be taught during:
____ Summer Session (3-week____, other____)
____ Winterim (2-week____, 3-week____)

Every course proposal should include the following:

1. A rationale as to how the course will meet the spirit and criteria of the appropriate designation, within the shortened term;
2. A proposed course syllabus for the shortened term;
3. Signature of the department chair (or chairs, if a course is cross-listed);
4. Completed-attached Distance Learning Curriculum Advisory Committee Form D.L.C.A.C. (for *Distance learning courses only*)
5. Signature of the school dean.

Subject code/ Course Number (e.g., BIOL 100) _____

Course Title (e.g., Principles of Biology) _____

List any Course Prerequisites (include pre-req. designators) _____

Credit Hours _____ Maximum Enrollment _____

Form submitted by _____

Campus Address _____

Voice Mail _____ Email _____

Department Chair _____ Date _____

Department Chair _____ Date _____
(*second chair if cross-listed*)

D.L.C.A.C. Chair _____ Date _____
(*Distance Learning Courses Only*)

Curriculum Committee Chair _____ Date _____
(*New and Distance Learning Courses Only*)

Dean _____ Date _____

***Note: Applications will expire at the end of the academic year.**