

(Continuing and Global Education Use Only)



Continuing and Global Education

5005 N. Maple Ave. M/S ED76 • Fresno, CA 93740-8025  
559.278.0333 • FAX 559.278.0395

### SUMMER SESSION COURSE PROPOSAL FORM

Complete both sides as needed. For guidance on this form,  
please visit the Summer Session website at  
[fresnostate.edu/cge/courses/summersession/faculty/index.html](http://fresnostate.edu/cge/courses/summersession/faculty/index.html).

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Year	_____	_____
Class No.	_____	_____
Class Section	_____	_____
Event ID	_____	_____
	Lecture	Lab/ACT
Tuition Fee \$	_____	Course Fee \$ _____

Subject (e.g. ACCT)	Catalog No. (e.g. 144)	Description— 16 characters including spaces (Complete section on reverse for <b>Topic courses only</b> )	Course ID	Units
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Class Dates \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_

Lecture \_\_\_\_\_  
Time \_\_\_\_\_ Days of the Week \_\_\_\_\_ Preferred Bldg./Room No. \_\_\_\_\_ Assigned Bldg./Room No. (Office Use Only) \_\_\_\_\_

**Guide: lecture based courses meet for 15 hours per unit. A 3 unit lecture course should meet for 45 hours per term.**

LAB/ACT \_\_\_\_\_  
Time \_\_\_\_\_ Days of the Week \_\_\_\_\_ Preferred Bldg./Room No. \_\_\_\_\_ Assigned Bldg./Room No. (Office Use Only) \_\_\_\_\_

Enrollment Max.: \_\_\_\_\_ Classnotes:  15 (Web-Enhanced)  17 (Web-Based) Other Classnotes \_\_\_\_\_  
(To add new classnotes, see reverse)

**Restricted Enrollment:** (Instructor or Department consent required for students to enroll).  No  Yes. If yes, permission numbers will be sent to:  
 Instructor  Dept. Admin. Asst.  Program Coordinator  Dept. Chair  other \_\_\_\_\_ (check all that apply)

Computer Lab Needed:  Mac **OR**  PC  Smart Classroom

Are there any **approved** additional course fees associated with this class?  No  Yes Amount \$ \_\_\_\_\_

**Course Materials:** Summer Session instructors must use the HERO ordering system to document required course materials and textbooks. Information must be submitted by the summer textbook ordering deadline (see Summer Session website). Contact the Kennel Bookstore Course Materials department at 559.278.4278 with any questions.

Will this class be team taught?  No  Yes [If yes, please attach additional form with "instructor information" section completed for other instructor(s)]

#### Instructor Information

Instructor's Name: \_\_\_\_\_  
Last First Middle Initial (Needed for Payroll Purposes)

Highest Degree Held \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip Code

Fresno State ID \_\_\_\_\_ Telephone \_\_\_\_\_  
(Office) (Off-Campus Phone)

Campus Department \_\_\_\_\_ Mail Stop \_\_\_\_\_

**Financial Eligibility:** Will this assignment put you over the 125% workload limit?  No  Yes. If yes, you may not be currently eligible to teach this class.  
Please contact the Faculty Affairs Office for clarification.

Are you on the Faculty Early Retirement Program (FERP)?  No  Yes, contact Faculty Affairs.

**For Teaching Associates only:** Please list your expected graduation date. \_\_\_\_\_

#### For instructors who are not currently Fresno State employees/faculty:

Is this your first time signing up with California State University, Fresno Payroll Services?  Yes, we will inform you of the next steps

No, list date of last appointment \_\_\_\_\_

**FOR OFFICIAL USE ONLY – TO BE COMPLETED BY DEPARTMENT STAFF** Signature \_\_\_\_\_ Extn \_\_\_\_\_  
Instructor Rank: (please check one)  Professor  Associate Professor  Assistant Professor  Teaching Associate  
 Lecturer D  Lecturer C  Lecturer B  Lecturer A  Volunteer (volunteer form attached)

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Approved by College/School Dean \_\_\_\_\_ Date \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature, Continuing and Global Education

Continued on reverse side

**New Classnotes: Please provide the wording for any new classnotes; a number will be assigned when the class is created.**

1.

2.

3.

**For Topic courses only**—Grading Option:  Letter Grade  Credit/No Credit Grade (CR/NC)  Mixed (student chooses letter or CR/NC grading)

**For Topic courses only**—Full Course Title:

**For Topic courses only**—Course Objectives/Student Learning Outcomes:

**For Topic courses only**—Course Description: (150 words maximum), as it would appear in CGE promotional materials: