

(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.

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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 Topic courses only)	Course ID	Units
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Class Dates	_____	Begin	_____	End	_____
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Lecture	_____	_____	_____	_____	Assigned Bldg./Room No. (Office Use Only)
	Time	Days of the Week	Preferred Bldg./Room No.		

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

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

Enrollment Max.: _____ **Course Type:** Web-Enhanced (<20% online) Blended I (20-66% online)
 (To add classnotes, see reverse) Blended II (67-99% online) Online (100% online)

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 Kennel Bookstore's ordering system to document required course materials. 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

Classnotes: DAAs or instructors, please list any required PeopleSoft classnote numbers:

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

1.

2.

3.

Any additional notes/information we need to schedule this class?

FOR TOPIC COURSES ONLY (e.g. FIN 189T):

Grading Option: Letter Grade Credit/No Credit Grade (CR/NC) Mixed (student selects letter or CR/NC grading)

Full Course Title:

Course Objectives/Student Learning Outcomes:

Course Description: (150 words maximum), as it would appear in CGE promotional materials: