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**Summer Special Topics Course Proposal Form**

Department name:

Dates for proposed special course (defined as a topics course outside the parameters of a normal course, not yet in the catalog and offered for up to two cycles before going to EPCC):

Topics course number and title:

Is this the first time offering this summer project/course: Yes No If no, when offered before?

Name of proposer:

Name of educator responsible for running the project:

**Due date: April 1st** relevant year; submitted to the Dean for C&G and Online Learning.

Directions: Please consult with the Department Chair and Dean for C&G, plus any staff and faculty involved in the topics course. Give detailed information so that all departments affected (Registrar; Conferences, Business Office; Academic Affairs; IS; Library; PR; financial aid) are alerted and asked for input.

Description of project as it will appear in flyer and PR:

Supply details of the topics course (when, where, how delivered) attach continuation sheet as needed:

Is it offered for credit or audit?

What pricing is proposed (include rationale)?

How many students are expected; what is the cap?

What is the educational format (eg. Hybrid, intensive residential retreat, online etc.)

Identify the objectives for the course:

**Signatures:**Proposed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Department Chair Date

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Controller Date

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Dean for C&G and Online Learning Date