



Division of Continuing and Global Education

California State University, Fresno

**5005 N. Maple Avenue M/S ED76
Fresno, CA 93740-8025
(559) 278-0333 • FAX (559) 2780395**

(Continuing and Global Education Use Only)

Winter Intercession

May/June Intercession

Year

Summer Session

Class No. _____

Class Section _____

Event ID _____

Lecture

Lab/ACT

Tuition \$ _____

INTERSESSION AND SUMMER SESSION COURSE PROPOSAL FORM

Subject <small>(e.g. MBA)</small>	Catalog No. <small>(e.g. 210)</small>	Description (16 characters including spaces)	Course ID	Units
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Dates of Class	_____	Begin	_____	End	_____
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Lecture	_____	Time	_____	Days of the Week	_____	Preferred Bldg./Room No.	_____	Assigned Bldg./Room No.	_____
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LAB/ACT	_____	Time	_____	Days of the Week	_____	Preferred Bldg./Room No.	_____	Assigned Bldg./Room No.	_____
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Enrollment: Min. _____ **Max.** _____ **Classnotes:** 15 (Web-Enhanced) 17 (Web-Based) Other _____
To add new classnotes, see reverse

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

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

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

CSUF ID _____ Social Security No. _____ Telephone _____
(Office) (Other)

Instructor's Present Rank: **(please check one)** Assistant Instructor Assistant Professor Associate Professor Professor

Campus Department (if applicable) _____ Mail Stop _____

Are you on the Faculty Early Retirement Program (FERP)? Yes No

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

Have you signed up with California State University, Fresno Payroll Services? Yes No - Necessary forms will be sent to you.

Instructor _____ Date _____

Approved by Department Chairperson _____ Date _____

Approved by College/School Dean _____ Date _____

Authorized by _____ Date _____

Authorized Signature, Division of Continuing and Global Education

IF THIS PAGE IS NOT COMPLETE THE APPLICATION WILL BE RETURNED.
(Attach separate sheet if necessary.)

Target Audience: Please describe the intended audience for your course and any specific organizations, associations, professions, etc., useful in marketing your course.

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

1.

2.

3.

Please complete the following for Topics Courses Only:

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

Title of Course:

Student Learning Outcomes:

Course Description: 150 words maximum, as it will appear in the Intersession/Summer Session Class Schedule: