

Summer Sessions Course Planning Document

This form is required for flexibly scheduled credit course and workshop sections offered during the summer only (please refer to definitions on back). Please complete and return this form with signatures by February 1 to the Office of Summer Sessions, 119 Haning Hall. If you need assistance in completing this form, phone 593-2583. Incomplete or inaccurate planning documents will be returned to the director of the program.

A copy of the course syllabus with objectives that distinguishes the different levels of what graduates and undergraduates do, list of course requirements, and demonstrates criteria for evaluation is *required* for the approval of this document.

Administrative Information

Program Name _____

Name of Department/School _____

Dates of Program _____ Meeting Days & Times _____

Director of Program: (Must be an instructor of record)

NAME OFFICE ADDRESS & PHONE

Have rooms been reserved in your department? If yes, which building & room? _____

If no, what is your preferred location:

PREFERRED BUILDING (PLEASE LIST 1ST & 2ND CHOICES) ROOM # (PLEASE LIST 1ST & 2ND CHOICES)

Office and phone # to call for info, if other than Program Director: _____

Program or Supplies Fee: _____

Registration Deadline: _____

Course Information

Please note: Call numbers will be assigned by the Office of Summer Sessions. Do not request a call number from the Registrar's Office. If courses are not listed in the Master Curriculum File, they cannot be put into the computer.

Course(s) for which credit may be earned in the program: (please list each catalog # on a separate line)					Call #
Department & Catalog #	Credit Hrs	Max # seats	Course Title (As in Master Curriculum File)	Title that should appear on transcript (If different from Curriculum File. Limited to 25 characters)	Assigned by Summer Sessions

