This form is designed for submission of approval of a General Education Designated Course to be taught during any term less than the six weeks.

1. This course is currently approved for _____ designation for a regular term.

2. This course is seeking approval for _____ designation to be taught during:
   ___ Summer Session (3-week____, other___________)
   ___ Winterim (2-week____, 3-week____)

Every course proposal should include the following:

1. ☐ A rationale as to how the course will meet the spirit and criteria of the appropriate designation, within the shortened term;
2. ☐ A proposed course syllabus for the shortened term;
3. ☐ Signature of the department chair (or chairs, if a course is cross-listed);
4. ☐ Completed-attached Distance Learning Curriculum Advisory Committee Form D.L.C.A.C. (for Distance learning courses only)
5. ☐ Signature of the school dean.

Subject code/ Course Number (e.g., BIOL 100) ___________________________________________________________________________
Course Title (e.g., Principles of Biology) _____________________________________________________________________________________
List any Course Prerequisites (include pre-req. designators) ______________________________________________________________________
____________________________________________________________________________________
Credit Hours _________ Maximum Enrollment __________________________

Form submitted by ____________________________________________________________________________________________________________
Campus Address _____________________________________________________________________________________________________________
Voice Mail ___________________________________________ Email ______________________

Department Chair __________________________ Date __________________
Department Chair __________________________ Date __________________
(second chair if cross-listed)
D.L.C.A.C. Chair __________________________ Date __________________
(Distance Learning Courses Only)
Curriculum Committee Chair __________________________ Date __________________
(New and Distance Learning Courses Only)
Dean __________________________ Date __________________

*Note: Applications will expire at the end of the academic year.*