

**SDSU College of Extended Studies (CES)
Special Sessions Special Topics Course Proposal**

PLEASE TYPE

Note: Course outline and resume **MUST** be attached.

For Office Use Only	
Date Received	_____
Approved	_____
Disapproved	_____
Semester	_____
Fee per Unit	_____

1. Instructor: _____
 Home Address: _____ Telephone: _____
 _____ (Evening): _____
 _____ (Day): _____
 Business Address: _____ Fax: _____

 Email: _____
 Social Security Number: _____ Red ID: _____
2. Will instructor be paid by Extended Studies? Yes No
3. Contracting Agency (if applicable) _____
4. Sponsoring Department _____
5. Course No. _____
6. Course Title _____
7. Units _____
8. Name of Special Session Program: _____
9. Course Description (as it may appear in the CES catalog; please attach separate sheet if necessary)

10. Prerequisites (justification for 496 and 498 courses should be provided)

11. Total number of hours class will meet _____
12. Course Dates, Times, Days
 Beginning Date: _____ Ending Date: _____
 Class Meeting Times: _____
 Indicate day[s] M T W Th F Sat Sun
13. Location (a) _____
 (b) Arrangements to be made by: Instructor/agency College of Extended Studies

14. Enrollment Limit: _____
 15. Writing Component: _____
 16. Text(s):

17. Grading: Cr/NC only Letter Grades
 18. Grading standards:

19. Special Requirements:
 A. For 500-numbered courses, specify any special requirements for graduate students.

B. For 500-numbered courses, if grading standards and weights are identical for graduate and undergraduate students, please justify.

20. Has this course been offered previously? Yes No
 If "yes," indicate when and under what title:

SIGNATURES

Department Chair _____ Date: _____

College Curriculum Committee _____ Date: _____

College Dean _____ Date: _____
If the instructor assigned to this course is a SDSU faculty member, I certify that the 25% overload limit has not been exceeded.

Academic Affairs Review _____ Date: _____

Undergraduate or Graduate Topics Committee _____ Date: _____

Dean/Director Extended Studies _____ Date: _____