

Professional Development & Extension Credit Course Section Request Form

A course syllabus MUST be attached. For new instructors, please attach a CV or resume.

Program Name _____

Sponsoring Department _____

Program Contact _____

(if different than below) Phone _____ Email _____

Instructor _____ **Red ID** _____

Address _____ **Phone** _____

_____ **Email** _____

Course Information

Course Title _____

Course Number _____ **Enrollment Min / Max** _____ / _____

SIMSR Catalog # _____ **Program Category** _____

Units _____ **Class Hours** _____

Grading Method _____ Credit / No Credit _____ Letter Grade _____

Fee/Unit _____ **Learning Mode** _____

Will Instructor be paid by World Campus? Yes _____ No _____

Proposed Salary _____ OR _____ Per CSU Salary Scale 2323

Course Dates / Times

Beginning Date _____ **End Date** _____

Registration Deadline _____

Course times _____

Days _____

(check all that apply) Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Location _____ OR _____ Online _____

Arrangements to be made by _____ Instructor / Agency _____ SDSU World Campus _____

Has this course been offered previously? Yes _____ No _____

If yes, indicate when and under what title:

Course Description (as it may appear in catalog; please attach separate sheet if necessary)

Prerequisites
(if applicable)

Grading Standards

Writing Component

Special Requirements

For 500-numbered courses, specify any special requirements for graduate students:

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

**Required Texts
& Materials**

Signatures

Department Chair _____ Date _____

Budget / Resource Analyst _____ Date _____

**If the instructor assigned to this course is an SDSU faculty member, I certify that the 25% overload limit has not been exceeded.*

College Dean _____ Date _____

World Campus Director _____ Date _____