

## Winter Session Course Approval Form

*A proposed course syllabus MUST be attached.*

### Contact Information

Department \_\_\_\_\_

Instructor \_\_\_\_\_ Red ID \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Faculty Rank \_\_\_\_\_

### Course Information

Course # & Title \_\_\_\_\_

SIMSR Catalog # \_\_\_\_\_ Enrollment Min / Max \_\_\_\_\_

Units \_\_\_\_\_ Grading Method \_\_\_\_\_

Has this course been previously offered online by this instructor? **Yes** **No**  
If so, when? \_\_\_\_\_

Has this course been offered during a summer / condensed term? **Yes** **No**  
If so, when? \_\_\_\_\_

**Notes** (additional instructors, specific requirements, etc.)

### Required Texts & Materials

### Signatures

Department Chair / Director \_\_\_\_\_ 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 \_\_\_\_\_